



Council Agenda

Tuesday, 11 December 2018, 6.00 pm

You are summoned to attend a meeting of the **CHRISTCHURCH BOROUGH COUNCIL** to be held in the Council Chamber, Civic Offices, Bridge Street, Christchurch on **Tuesday, 11 December 2018 at 6.00 pm**.

Membership:

Mayor:

Cllr Mrs L Dedman

Deputy Mayor:

Cllr P R A Hall

Cllr N C Geary

Cllr J Abbott

Cllr C Bath

Hon Freeman Cllr C R Bungey

Cllr B Davis

Cllr Mrs S J Derham Wilkes

Cllr D A Flagg

Cllr T Fox

Cllr W Grace

Cllr V Hallam

Cllr P Hilliard

Cllr C P Jamieson

Cllr Mrs P F Jamieson

Cllr D C Jones

Cllr Mrs D Jones

Hon Freeman Cllr J Lofts

Cllr F F T Neale

Cllr R Nottage

Cllr Mrs M Phipps

Cllr Mrs L Smith

Cllr Mrs S Spittle

Cllr T R Watts

The business to be transacted is set out overleaf

DAVID MCINTOSH

CHIEF EXECUTIVE AND TOWN CLERK

3 December 2018



Available online and
on the Mod.gov app



Webcasting Notice

This meeting may be filmed by the Council for live and/or subsequent broadcast online at <https://www.youtube.com/channel/UC5RAdcFzN77w0zcfAUnIEDQ>. At the start of the meeting the Chairman will confirm if all or part of the meeting will be filmed. The footage will be on the website for a period of six months. A copy of it will also be retained in accordance with the Council's data retention policy. The images and sound recording may be used for training purposes within the Council.

If you make a representation to the meeting you will be deemed to have consented to be filmed. By entering the Chamber you are also consenting to be filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries regarding webcasting of meetings, please contact the Legal and Democratic Services Manager.

Corporate Plan Key Themes – 2016 to 2020

Leader of the Council: **Councillor David Flagg**

Deputy Leader of the Council: **Councillor Trish Jamieson**

Our priority areas...

GROWTH AND ECONOMY

During the plan period we will:

- GE1** Maintain an adequately resourced Growth Plan to positively influence the local economy in our area
- GE2** Work with our leading businesses to lobby effectively on strategic matters
- GE3** Enhance our reputation as being a place which is “open for business”

EFFECTIVE COUNCIL

During the plan period we will:

- EC1** Focus on collaboration and partnership in the delivery of services
- EC2** Deliver services more efficiently
- EC3** Maintain strong and sustainable financial performance
- EC4** Maintain a strong reputation and recognition for the Partnership’s achievements

ACCESS TO HOUSING

During the plan period we will:

- AH1** Deliver new homes in line with our 5 year land supply targets
- AH2** Increased provision of temporary accommodation
- AH3** Respond positively to Government Housing Policy

SAFE AND HEALTHY COMMUNITIES

During the plan period we will:

- SC1** Help our communities to be stronger and more resilient
- SC2** Promote healthy and active lifestyles
- SC3** Keep crime levels low

MANAGING OUR ENVIRONMENT

During the plan period we will:

- ME1** Work with partners to maintain clean and green public spaces
- ME2** Balance growth and development with the conservation of our built and natural heritage
- ME3** Work with partners to ensure the most effective and efficient approach to the management of waste

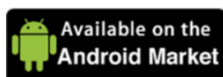
To view the Corporate Plan in full please go to <https://www.dorsetforyou.com/article/362527>



Access to Information - This agenda together with the reports and details of how to make a public presentation is available on the council's corporate website at <http://www.dorsetforyou.com/committees/christchurch>. Members of the public are welcome to attend and observe committees. Admittance is strictly on a first-come basis.



Mod.gov public app now available – Download the free public app now for your iPad, Android and Windows 8.1/10 tablet from your app store. Search for Mod.gov



Disabled access is available at this meeting venue. A hearing loop system is installed in the Council Chamber.



Emergency Procedure – Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound. Please evacuate the building immediately. Do NOT re-enter the building until authorised to do so.

For further information please contact Sarah Culwick 01202 795273 or email democraticservices@christchurchandeastdorset.gov.uk

CHRISTCHURCH BOROUGH COUNCIL, Civic Offices, Bridge Street, Christchurch, Dorset BH23 1AZ

Agenda

1. Prayers

Prayers will be said by the Mayor's Chaplain, the Reverend Canon Charles Stewart.

2. Apologies for Absence

To receive apologies for absence.

3. Declarations of Interest by Members

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through pre-determination or bias.

Pro forma for this purpose are available from the Members' Room.
(Guidance on declaring an interest is included on subsequent page.)

4. Minutes

To confirm as a correct record the Minutes of the meeting held on 30 October 2018.

5. Announcements

To receive a schedule of Civic functions attended by the Mayor since the last meeting and any announcements from the Mayor, Council Leader or Chief Executive and Town Clerk.

7 - 10

6. Questions by Members of the Public

To deal with questions to the Council Leader or Committee Chairmen submitted in writing by members of the public under Council Procedure Rule 10.

Note: Questions by members of the public have to be received by midday five clear working days before the meeting (**Monday 3 December 2018**)

7. Petitions by Members of the Public

To deal with petitions or similar communications submitted by members of the public under Council Procedure Rule 10.

Note: Petitions have to be received by midday five clear working days before the meeting (**Monday 3 December**).

8. Questions by Members of the Council

To deal with questions to the Council Leader or Policy Committee Chairmen submitted in writing by Members of the Council under Council Procedure Rule 11.

Note: Questions by Members of the Council have to be received by 12

noon one clear working day before the date of the meeting (**Friday 7 December 2018**).

9. Committee Minutes

To receive the Committee Minutes for the last cycle of meetings and to consider any recommendations arising from these meetings as follows:-

(A) Planning Committee, 8 November, 2018

To receive the Minutes of the meeting held on 8 November 2018.

11 - 14

(B) Scrutiny and Policy Overview Committee, 13 November 2018

To receive the Minutes of the meeting held on 13 November 2018.

15 - 20

(C) Community Committee, 21 November 2018

To receive the Minutes of the meeting held on 21 November 2018 and to consider the recommendation arising therefrom:-

21 - 34

Minute No. 175 A New Country Park for Christchurch
(Pages 57-59 and 61-70)

(D) Joint Audit Committee, 29 November 2018

To receive the Minutes of the meeting held on 29 November 2018.

To Follow

(E) Resources Committee, 5 December 2018

To receive the Minutes of the meeting held on 5 December 2018 and to consider the recommendation arising therefrom.

To Follow

10. Community Governance Review - Consequential and Supplementary Provisions

35 - 70

To consider a number of supplementary provisions relating to the establishment of two new local councils for Christchurch Town and Highcliffe & Walkford

11. Burton Neighbourhood Plan - Designation of Neighbourhood Area

71 - 78

To seek approval to designate a Neighbourhood Area for Burton Parish, to support future preparation of a Neighbourhood Plan.

12. Housing and Affordable Housing SPD - Adoption

79 - 128

To adopt the revised Housing and Affordable Housing Supplementary Planning Document following a period of public consultation.

13. Alterations to the Schedule of Meetings 2018/2019

129 - 132

Members are asked to approve alterations to the Schedule of Meetings for 2018/2019 to take account of Local Government Reorganisation and the abolishment of Christchurch Borough Council from 1 April 2019, and

confirm that the final Council meeting be recognised as the next suitable meeting to sign off the minutes of Committees.

14. Exclusion of Press and Public

Items in this part of the Agenda are exempt from disclosure prior to consideration by the Committee and the press and public may be excluded from the meeting while the items are discussed. Whether the items remain exempt after the meeting will be reviewed in light of the public interest test.

RECOMMENDED that in view of the nature of the business to be transacted it is likely that if members of the public were present during the following item there would be disclosure to them of 'exempt information' as described in the category indicated and they be therefore excluded from the meeting in accordance with Section 100A (4) of the Local Government Act 1972.

15. Highcliffe Castle - Heritage Lottery Funded Project

133 - 134

Exempt Information – Category 3 (Information relating to the financial or business affairs of any particular person (including the authority hold that information)

To note an urgent key decision which has been made in relation to the Heritage Lottery Funded Project at Highcliffe Castle.

16. Saxon Square Toilet Refurbishment Project

135 - 136

Exempt Information – Category 3 (Information relating to the financial or business affairs of any particular person (including the authority hold that information)

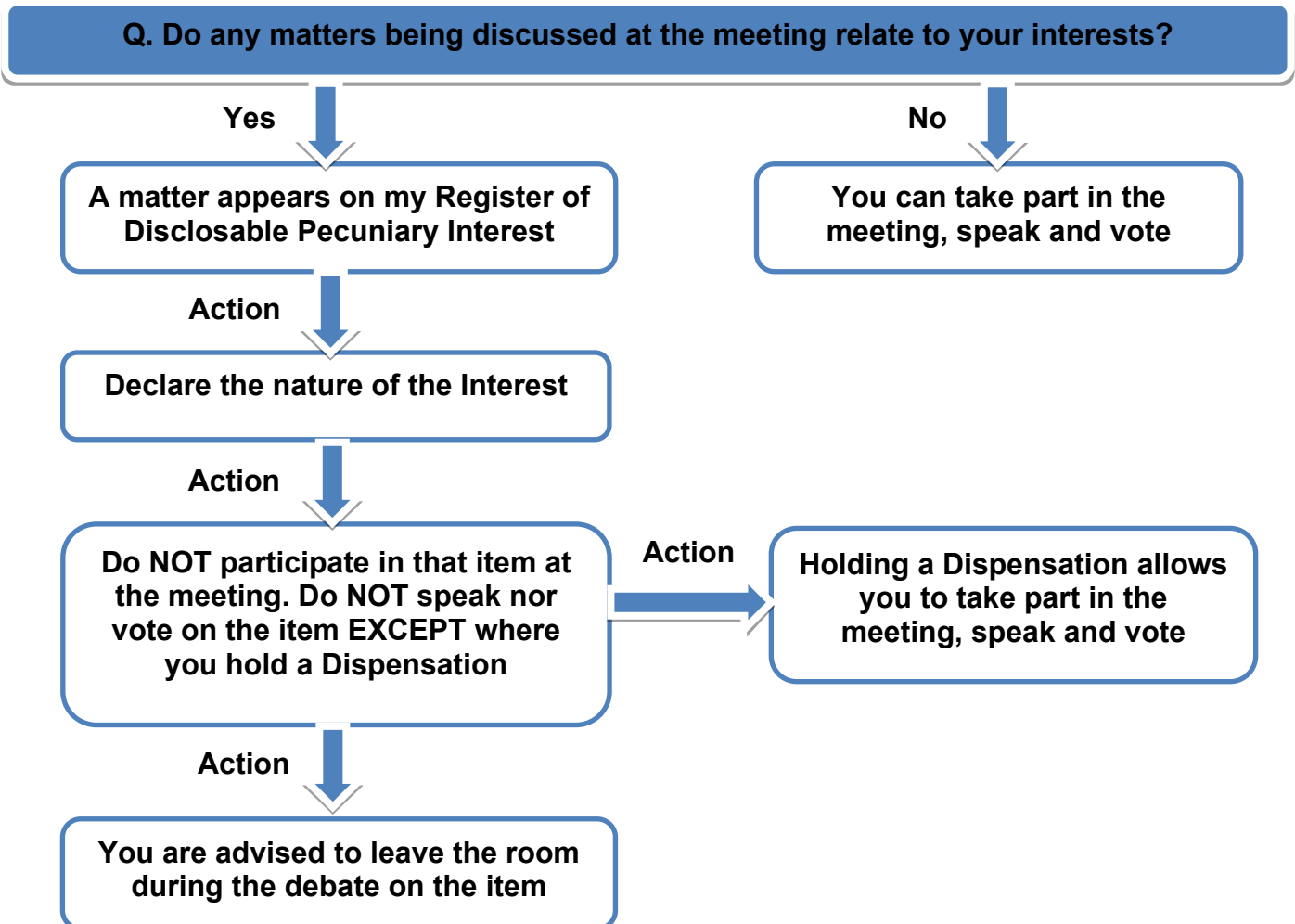
To note an urgent key decision which has been made in relation to the Saxon Square Toilet Refurbishment Project

No other items of business can be considered unless the Mayor decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

DECLARATION OF INTEREST AT A MEETING

As a Member, ask yourself do I have an interest to declare at the meeting I am attending? Familiarise yourself with the Member Code of Conduct which can be found in part 5 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests.



Q. What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and Predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item. A challenge may be mounted in the courts.

Bias Test

In all the circumstances would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased.

Predetermination Test

At the time of making the decision, the decision maker had a closed mind.

If a Member appears to be biased or have predetermined their decision, they **MUST NOT** participate in the meeting.

MAYORAL ENGAGEMENTS - 31st October 2018 to 11th December 2018

Day and Date	Event	Location
Saturday, 3rd November, 2018	Christchurch Rotary Community Bonfire and Fireworks	Stanpit Recreational Ground
	Band of the Royal British Legion Festival of Remembrance Concert Attended by the Deputy Mayor	Christchurch Priory
Wednesday, 7th November, 2018	Bournemouth University Graduation	BIC, Bournemouth
Friday, 9th November, 2018	Moorlands Graduation Ceremony	Christchurch Priory
✓ Saturday, 10th November, 2018	Remembrance Service of 80 years since Kristallnacht Shabbat	Bournemouth Reform Synagogue
Sunday, 11th November, 2018	Remembrance Services	Purewell Cross & Christchurch Priory
	Christchurch Beacon of Lights event	Christchurch Quay
Wednesday, 14th November, 2018	Clingan's Trust Meeting	Avon House, 4 Bridge St, Christchurch
	Mayor's Goodwill Meeting	Old Town Hall, Christchurch

Friday, 16th November, 2018	The Royal Hampshire Regiment Trustees Reception	Serles House, Southgate St, Winchester SO23 9EG
Saturday, 17th November, 2018	YMCA – Sleep Easy	Bournemouth Sports Club, Chapel Gate, Christchurch BH23 6BD
Tuesday, 20th November, 2018	Roeshot Hill Allotments visit	Roeshot Hill Allotments
Wednesday, 21st November, 2018	Small Business Saturday Bus visit	Pit Site Car Park, Bargates, Christchurch
Friday, 23rd November, 2018	Christchurch and District Sports Council, Sports Achievement Awards	East Dorset Indoor Bowls Club, Christchurch
Saturday, 24th November, 2018	Christmas Lights Switch On	Old Town Hall, Christchurch
Saturday, 1st December, 2018	Avon View Christmas Fayre New Milton Town Council's Carol Service Attended by the Deputy Mayor Avon Reach Christmas Auction & Christmas Lights Switch on	Avon View, Loring Rd, Christchurch St Mary Magdalene Parish Church, Church Lane, New Milton, BH25 6QL Avon Reach care home, 1 Farm Rd, Mudeford BH23 4AH

Sunday, 2nd December, 2018	Hurn Christmas Tree Lighting Service	Hurn,Bridge Sports Club, Avon Causeway, Hurn, Christchurch BH23 6DY
Monday, 10th December, 2018	Royal Mail Delivery Office Visit Grange School Carol Service	Christchurch Delivery Office, Units 19-22, Avon Trading Park, Reid Street, BH23 2FB The Priory, Christchurch

This page is intentionally left blank

CHRISTCHURCH BOROUGH COUNCIL

PLANNING COMMITTEE

Minutes of the Meeting held on 08 November 2018 at 6.00 pm

Present:-

Cllr D C Jones – Chairman

Cllr C P Jamieson – Vice-Chairman

Present: Cllr J Abbott, Cllr N C Geary, Cllr W Grace, Cllr P R A Hall,
Cllr V Hallam, Cllr Mrs D Jones and Cllr F F T Neale

Apologies: Cllr B Davis

159. Declarations of Interest

Councillor F Neale declared a non-pecuniary interest in Agenda Item 4(b) – 42 High Street stating that for transparency he met one of the speakers at a previous engagement when he was Mayor, but this in no way affected his ability to determine the application with a fair and open mind and remained present.

160. Minutes

A Member raised concern that Minute No 135 was not accurate when stating the deferral of 24 St Margarets Avenue as it should have stated that it was deferred to the next meeting of the Planning Committee.

The Minutes of the Planning Committee held on 18 October 2018 were then confirmed as a correct record of the meeting and signed subject to the accuracy of Minute No 135 being confirmed using the recording of the meeting.

Voting: Unanimous

161. Planning/Tree Work Applications

The Development Management Manager submitted written reports, copies of which had been circulated to each Member and copies of which appear as Appendices 'A'-'B' to these Minutes in the Minute Book.

It was noted that the Agenda Item Numbers were incorrectly stated on the reports and should read '4a' and '4b' instead '5a' and '5b' respectively.

Members considered the planning applications as set out in Minutes 162-163 below.

162. 55 Hillside Drive

(St Catherine's and Hurn Ward)

Application No: 8/18/1273/CONDR

Development: Variation of conditions 2 and 4 of application 8/17/0181/FUL to vary the plans allowing the side access door to the staircase to remain. The additional Velux roof light to remain in the roof.

Updates

Members were informed of an additional letter of objection received from an existing objector which did not raise any further issues not already addressed in the Committee report.

It was also stated that Condition 3 of the recommendation should read “The proposed accommodation shall be used solely for residential purposes *ancillary* to the enjoyment of the main property...”

Speakers

Ms M Hurl, a neighbouring resident, spoke in objection to the application stating that this was a breach of the original planning conditions. She raised concerns with setting a precedent with the proposal being two independent units with no internal integration, and the safeguards available to prevent this from occurring following the Section 106 agreement.

Ms C Buckley, the applicant spoke in support of the application highlighting the need for the proposal to provide privacy between family units. She stated that she applied retrospectively following advice given by the planning department that they did not dictate internal amendments..

Mr L Fynn, the agent for the applicant, spoke in support of the application stating that there was nothing unusual about a retrospective application on the internal layout of a proposal and that the objections raised had been fully addressed with the submitted unilateral undertaking to keep the property as a single dwelling.

Debate

Some Members stated that they were content that the matter was mitigated by the inclusion of the Section 106 agreement and the conditions as set out by officers. It was therefore proposed and seconded to grant.

Other Members raised concerns with the Section 106 agreement and the justifications given for being one dwelling. Concerns were also raised over the application coming in retrospectively.

The motion was put to the vote and agreed:-

RESOLVED that Application No 8/18/1273/CONDR be GRANTED as per the officer recommendation with amendments to the conditions as set out in the update.

Voting: 6:2 (1 Abstention from the Chair)

163. 42 High Street

(Town Centre Ward)

Application No: 8/18/1307/COU

Development: Change of use of the unit from Class A1 to a mixed class A1/A3 (sui generis)

Updates

Members were informed that following clarification, the proposed change of use related only to the ground floor of the premises as there was a dwelling at 1st floor level in the building. The description of the development was therefore changed to read: “Change of use of the unit from Class A1 to a mixed Class A1/A3 use (coffee shop) at ground floor only (amended description).”

Members were also informed of an additional objection received which did not raise any new issues not already addressed in the Committee report.

Speakers

Mr A Ismail, a local resident, spoke in objection to the application raising concerns with the amount of coffee shops in the town centre, the loss of business and employment to other shops, and the loss of vibrancy due to the decrease in retail shops. He raised further concerns with increased traffic, delivery issues, and road safety

Mr E Jones, the agent for the applicant, spoke in support of the application stating that the listed building had been vacant for over a year and the proposal would have a positive impact on the character, vitality and viability of the town centre. He highlighted the local and national policies in support of the application and stated that all the concerns raised by objectors and statutory consultees had been addressed.

Debate

The local Ward Member raised concern with struggling businesses in the high street and that several other shops had been empty for much longer. It was felt that no employment would be gained as it would lead to a loss of employment elsewhere and that the proposal would be detrimental to the vibrancy and vitality of the town centre. It was also stated that the proposal would be contrary to Policies CH6 and KS7 of the Local Plan as non-retail uses already exceeds 30% and this would take it over 40%. It was therefore proposed to refuse the application. This was seconded by the other local Ward Member.

Some Members supported the motion to refuse as there were already a number of private coffee shops struggling for business. It was felt that if a new coffee shop moved in, another one would drop out, and that shoppers would prefer to see a variety of shops in Christchurch.

Other Members stated that competition between units was not a planning concern and that they had to work within the parameters of the law and the emerging changes to the NPPF. It was felt that leaving that unit empty would not enhance the vitality or viability of the town centre.

The proposal was put to the vote and then agreed contrary to the officer recommendation:-

RESOLVED that Application No 8/18/1307/COU be **REFUSED** for the following reason:-

1. The proposed change of use would result in an increase in non-retail (Class A1) uses within the Saxon Square and High Street Primary Shopping Frontage as defined in Policy CH3 of the adopted Local Plan. The cumulative amount of non-retail uses within the Saxon Square and High Street Primary Core already exceeds the maximum 30% level set out in Policies CH6 and KS7 of the Local Plan. The proposed use would further erode the level of retail provision within the Primary Shopping Frontage to the detriment of the vitality and viability of Christchurch town centre.

The proposals are therefore contrary to Policies CH6 & KS7 of the adopted Christchurch and East Dorset Local Plan Core Strategy (2014)

Voting: 6:2 (1 Abstention)

The meeting ended at 7.35 pm

CHAIRMAN

CHRISTCHURCH BOROUGH COUNCIL
SCRUTINY AND POLICY OVERVIEW COMMITTEE

Minutes of the Meeting held on 13 November 2018 at 6.00 pm

Present:-

Cllr D C Jones – Vice-Chairman (In The Chair)

Cllr P Hilliard (Vice-Chairman for the duration of the meeting)

Present: Cllr J Abbott, Cllr C Bath, Cllr W Grace, Cllr P Hilliard,
Cllr Mrs D Jones and Cllr F F T Neale

Also in attendance: Cllr B Davis

Apologies: Cllr C P Jamieson (Chairman) and Cllr T Fox

Election of Vice Chairman

RESOLVED that Councillor P Hilliard be appointed as Vice-Chairman of the Committee for the duration of the meeting.

164. Declarations of Interests

Councillor Mrs D Jones and Councillor F Neale declared non-pecuniary interests in relation to Minute No. 170 (Red House Museum Future Funding Arrangements) and remained present during the discussion and voting thereon.

165. Minutes of Previous Meeting

The minutes of the special meeting held on 30 August 2018 and the meeting held on 11 September 2018 were confirmed and signed as an accurate record.

Voting: Unanimous

166. Community Safety Report

The Public Health and Protection Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Committee was provided with an annual report on Community Safety in Christchurch and were asked to recommend to full council the adoption of the following:

- Dorset Community Safety Plan 2017-2020 (2018 refresh)
- Pan Dorset Drug and Alcohol Strategy 2016-2020

- **Pan Dorset Reducing Reoffending Strategy 2018-2021**

Councillor B Davis addressed the Committee highlighting the financial strain and shortfall in funding for the Police service.

Members questioned the proposed merger with Devon and Cornwall and in relation to this were advised that Dorset wouldn't be proceeding with the merger but they would remain in an alliance with Devon and Cornwall. Inspector Shawn Whitley advised Members that Dorset Police would be looking at other ways in which to save money.

Members questioned the way in which the survey is responded to and were advised that the survey was sent to a random selection of the population.

Further to this Members questioned whether alcohol had impacted on the crime levels particularly at night? In relation to this Members were advised that the Police have had to adapt the way in which they work as most towns were now 24/7, and highlighted that drugs and alcohol do have a massive impact on what the Police were having to deal with on a daily and nightly basis.

Inspector Whitely stressed the importance of people reporting any crimes or information they have particularly in relation to drug offences which were considered a priority.

Members further thanked the Police and Councillor Davis for all their hard work, and despite the reduction in funding and resultant cuts for producing some very positive outcomes in some areas.

RESOLVED that the Committee noted the report as part of the council's crime and disorder function; and

RECOMMENDED the adoption of the following strategies to the Community Committee and subsequently Full Council;

- **Dorset Community Safety Plan 2017-2020 (2018 refresh)**
- **Pan Dorset Drug and Alcohol Strategy 2016-2020**
- **Pan Dorset Reducing Reoffending Strategy 2018-2021**

Voting: Unanimous

167. Christchurch & East Dorset Partnership Disaggregation

The Chief Executive submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were provided with an update on the process being undertaken to split the Christchurch and East Dorset Partnership in readiness for the 1st April 2019.

Members congratulated officers on all of their hard work and recognised the pressure on staff to both do their day job and working towards the creation of the new authority.

RESOLVED that;

- (a) the update was noted; and**
- (b) this Committee expresses its thanks and sincere gratitude to all the staff of the partnership, and asks the Chief Executive to communicate these thanks to all staff.**

Voting: Unanimous

168. Review of the Scheme of Delegation

The Chief Executive submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were provided with an update on the implications of the changes to the Scheme of Delegation.

Members thanked the Chief Executive for the update, and further to this stressed the importance of being kept informed should and negative implications arise.

RESOLVED that the update was noted.

Voting: Unanimous

169. Red House Museum Future Funding Arrangements

The Head of Community and Leisure submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

The arrangements for future funding of the Museum in the light of forthcoming Local Government Reorganisation were explained to Members.

Members were reminded that the Red House Museum was owned, managed and operated by Hampshire County Council, and that Christchurch Borough Council and Dorset County Council each paid £50,000 annually towards operating costs with Hampshire County Council contributing £100,000. In relation to this Members were advised that the agreement allows for funding bodies to give notice if they can't meet the funding from year to year which means funding is only certain for a year.

Members were advised that as a result of Local Government Reorganisation and the formation of the new unitary authority funding will no longer be provided from Dorset County Council and Christchurch Borough Council as they will no longer exist. In relation to this Members were informed that the newly formed Bournemouth, Christchurch and Poole Authority had budgeted for the £100,000 in the first year, meaning that the current service will continue to operate in the same way which allows some time for future service delivery.

In relation to the future Members were advised that there are plans for a strategic approach to look at the whole of culture and heritage across the newly formed unitary of Bournemouth, Christchurch and Poole.

Members expressed concerns with regards to the future of the Red House Museum and disappointment with a lack of engagement with Members.

It was reiterated that there was no problem with the funding for the next financial year as the £100,000 funding from Hampshire County Council would continue for one year as in previous years and the funding from Dorset County Council and Christchurch Borough Council (£50,000 each) had been budgeted for in the BCP budget for 2019/2020.

RESOLVED that this Committee:-

- (a) expresses its concern over the apparent breakdown in communication;**
- (b) urges the officers to ensure that relevant Members are kept in touch; and**
- (c) expresses its concerns over the future of the Red House and urges all involved to work towards a guaranteed future.**

Voting: 4:3

170. Annual Report of the Scrutiny and Policy Overview Committee 2017/18

The Scrutiny Officer submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

The Committee received the annual report of the Scrutiny and Policy Overview Committee 2017/18.

Members thanked the Scrutiny Officer for all their hard work in pulling together the report in conjunction with the Chairman of the Scrutiny and Policy Overview Committee.

RESOLVED that the Scrutiny and Policy Overview Committee note the 2017/18 Annual Report.

Voting: Unanimous

171. Work Programme

The Scrutiny Officer submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

Members were advised on the Work Programme for the Scrutiny and Policy Overview Committee and the minutes of the Bournemouth, Christchurch and Poole Shadow Scrutiny Committee.

In addition Members requested that a press release be issued bringing attention to the statement from Inspector Whitely emphasising the importance of reporting offences.

RESOLVED that the Work programme be amended, where necessary and agreed.

Voting: Unanimous

The meeting ended at 7.54 pm

CHAIRMAN

This page is intentionally left blank

CHRISTCHURCH BOROUGH COUNCIL
COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday, 21 November 2018 at 6.00 pm

Present:-

Councillor Cllr Mrs M Phipps – Chairman

Present: Councillors Cllr Mrs S J Derham Wilkes, Cllr D A Flagg,
Cllr P R A Hall, Cllr V Hallam, Cllr Mrs P F Jamieson and
Cllr T R Watts

172. Declarations of Interests

There were no declarations received on this occasion.

173. Minutes of Previous Meeting

The minutes of the meetings held on 20 June and 22 August 2018 were agreed and signed as an accurate record, pending the following amendment being made to the 20 June set.

20 June set of minutes

The Chairman advised that due to a technical error during the production of the minutes, there was a repetition of the Chairman and Vice Chairman's names. This would be rectified and the Chairman would then sign the minutes.

Voting: Unanimous

174. Housing Services Quarterly Performance and Statistical Report 1 July 2018 to 30 September 2018

The Deputy Strategic Housing Services Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members were given an update on the work of the Housing Service.

In response to a Member question, it was advised that the need for one bedroom accommodation, had been an upwards trend over a number of years.

RESOLVED that the performance and statistical report for the quarter 1.7.2018 to 30.9.2018 at Appendix 1 be noted.

Voting: Nem. Con

175. A New Country Park for Christchurch

The Strategic Director submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were presented with a report detailing the opportunity which exists to create a Coastal Country Park on land owned by the Council and to make recommendations concerning its establishment.

Members discussed the potential scheme and highlighted concerns regarding planning and SANG provisions. Members were advised that a planning application had not yet been submitted, as the views of Members were required before any further actions could be taken. In relation to the 2RM car park, Members were advised that Natural England would not require free parking to be provided but that parking should be examined as part of the proposal; officers undertook to confirm this with Natural England. Members would be sent copies of the correspondence regarding this as soon a final version had been received from Natural England.

Members were assured that all recognised, local interest groups would be contacted with the aim to work with them through the process of developing and managing the Country Park. The initial consultees were Natural England, who had committed, in writing, their support for the outline plans. Details of the written views of Natural England would be shared with Members when available.

Members raised concerns that Stanpit Recreation Ground was used by community bodies to raise money, such as for bonfire celebrations and questioned whether this could continue under the proposals. It was explained that The Lions Club had written and asked the same question and a reply had been sent, advising that efforts would be made to try and allow this in the future as long as activities did not clash with the need to protect the environment; this matter would be kept under review.

It was anticipated that any planning change of use application would not be heard at Committee until January 2019 but would involve relevant consultation as with all planning applications. The Countryside and Open Spaces Team had developed a communications plan for a continuous engagement process, as constant feedback from the community groups would help the Council make decisions about improvements to the park's facilities and activities.

No new toilet facilities were included in the plans as there are publicly accessible toilets at 2RM Leisure Centre and in Bridge Street Car Park but this would be kept under review depending on future demand.

Members agreed that community engagement, confirmation from Natural England and submission of a planning application were key stages for the project and that updates on these elements should be reported to this Committee in January 2019.

Whilst some Members favoured a full consultation period before making a decision, it was explained that as the council ceases to exist on 31 March 2019 it would be unlikely that officers could deliver the results of a full public consultation which would allow members to make a decision before the end of March 2019. This is because an extensive consultation period takes a minimum of six weeks to conduct properly (and in accordance with the Council's own protocol) and the consultation questionnaire would still need to be written first. With this in mind, and recognising the importance of

talking with local interest groups, Members agreed to conduct public engagement instead.

RECOMMENDED that:

- (a) the Community Committee approves the proposal to create a Coastal Country Park and as a key decision makes a formal recommendation to Council; and**
- (b) Council require that the Community Committee ensures that appropriate Community Engagement is carried out, that agreement to the proposals is confirmed in writing by Natural England, and a Planning application is submitted for the designation of the land as SANG, and that an update on these matters is reported to the Community Committee in January 2019.**

Voting: Unanimous

176. Draft Statement of Common Ground content and implications.

The Partnership Planning Policy Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were advised of the requirement for and purpose of a Statement of Common Ground (SOCG) in plan making, and on the broad content of the draft SOCG for Dorset.

Members agreed that the Chairman and Vice Chairman of the Community Committee should be recognised as the signatories for the SOCG, when required.

RESOLVED that:

- (a) The contents of this report are noted; and**
- (b) That the Chairman and Vice Chairman of the Community Committee should be recognised as the signatories for signing the SOCG when required to do so.**

Voting: Unanimous

177. Saxon Square Car Park Public Space Protection Order

The Public Health and Protection Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

A decision was sought from Members on whether to extend the current Public Space Protection Order for Saxon Square Car Park

Councillor T Watts left the meeting at 19:26.

Members thanked the officer for the report.

RESOLVED that Members extend the current Saxon Square Car Park Public Space Protection Order for three years.

Voting: Unanimous

178. Citizens Advice Christchurch

The Head of Community and Leisure submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Approval was sought for the transfer of the existing Service Level Agreement between Christchurch Borough Council and Citizens Advice Christchurch to Citizens Advice Bournemouth and Poole to assist in building resilience for the service.

RESOLVED that the current Service Level Agreement with Citizens Advice Christchurch is novated to Citizens Advice Bournemouth and Poole.

Voting: Unanimous

179. Representation at Meetings on Behalf of the Council

Members submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

Councillor Mrs S Derham Wilkes left the meeting at 19:35.

Members received reports on recent meetings of the Dorset Waste Partnership Joint Committee and the Dorset Health & Well Being Board.

RESOLVED that Members noted the reports.

Voting: Unanimous

180. Forward Plan

The Democratic Services Officer submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'G' to these Minutes in the Minute Book.

Members that the following items to be added to the Committee's Forward Plan:

January 2019:

Update report on A New Country Park for Christchurch.

March 2019:

Update on the works on the Highcliffe Zig Zag Path.

Voting: Unanimous

The meeting ended at 7.45 pm

CHAIRMAN

A New Country Park for Christchurch**1. PURPOSE AND RECOMMENDATIONS**

Report Type:	Public Report for Recommendation
Purpose of Report:	To inform Members of the opportunity which exists to create a Coastal Country Park on land owned by the Council and to make recommendations concerning its establishment
Recommendations:	It is RECOMMENDED that: The Community Committee approves the proposal to create a Coastal Country Park and as a key decision makes a formal recommendation to Council
Wards:	Purewell and Stanpit
Contact Officer:	Dave Barnes

2. BACKGROUND

- 2.1. Separate but contiguous parcels of land stretching from Stanpit Recreation Ground to 2 Riversmeet Golf Course all provide areas of Green Space for a range of activities, some of which are accessible by all and others currently restricted to a small numbers of users.
- 2.2. Although designated as open space under the saved 2001 Local Plan Policy L12, until now there has not been a holistic view of what the space could specifically be used for and how the Council and the Community can derive maximum amenity value from it. In 2012 the Council adopted a Masterplan for Stanpit (but not its wider environs) with a vision to improve the visitor experience by softening the site edges to blend better with the Marsh, and encourage more integrated use. Having been successfully implemented, the positive improvements have and continue to be extremely well received by the public.
- 2.3. Recently a number of challenges have presented themselves which have acted as a catalyst for a fresh look at the area in question and as a result proposals have been prepared for discussion by Members. The proposals represent an opportunity to create a new Country Park which would be a distinctive amenity close to the centre of the town, helping Christchurch to preserve its image of being a prosperous town which celebrates and protects its heritage and environment.

3. A COASTAL COUNTRY PARK

- 3.1. To the rear of the 2 Riversmeet Leisure Centre there are a number of parcels of land which operate under different forms of management. The main packages are as follows:
2 Riversmeet Golf Course : 6.6 Hectares of reclaimed land used exclusively

by golfers via pay and play or membership of
Two Riversmeet Leisure Centre

Ashtree Meadow : 1.9 Hectares of informal open space
Stanpit Recreation Ground : 7.4 Hectares of reclaimed land used mainly as
formally maintained recreation space

- 3.2. Assessment of usage shows that just under half of the area has access restricted to a relatively small number of users, whilst other parts are relatively inaccessible due to physical constraints such as location of access points and ditches, the nature of ground conditions near to sections of wetland habitat, and established undergrowth.
- 3.3. There is an opportunity to build on the Master Plan for Stanpit Recreation Ground adopted in 2012-13, in order to make further changes to the area's use and management. This will increase the amount of recreation space available to the public, making it an integrated attraction rather than what can currently be viewed as a fairly piecemeal set of landscapes. There is also an opportunity to increase biodiversity and introduce further habitats to support existing species and attract back some which may have been lost over a period of time. There is also the prospect of making the whole area work in a more co-ordinated way through reconfiguration of footpaths, gates, bridges, seating, and interpretation to extend the area which is pleasant and interesting to visit, and encourage people to stay longer rather than navigate through it. (See attached Appendix)

Use as a Strategic SANG

- 3.4. Members will be aware that Christchurch is affected by National and Local Planning policy including the Dorset Heathland Planning Framework 2015-2020 (Supplementary Planning Document). Developments of over 40 homes require an area of Suitable Alternative Natural Greenspace (SANG) to be provided either adjacent to or in close proximity to the development site if it lies within 5km of a protected heathland. There are a number of sites in the area which could not come forward for development without the provision of a SANG which means that opportunities to provide Housing on Brownfield sites could potentially be lost and would mean greater pressure for building in the Green Belt.
- 3.5. Discussions have taken place with representatives from Natural England and we are informed that a Coastal Country Park in this location has the potential to provide a SANG area which would cater for development amounting to 400 homes, potentially more with future enhancements. The financial implications of this are set out later in this report but in short there is the opportunity that the full costs of making the investment needed to create the Country Park would be re-couped through the land being used as SANG.
- 3.6. There are a number of sites in or around the Borough (mainly in and around the Town Centre) that are potentially capable of being delivered for Housing but would require a SANG due to their proximity to the Heathland. The ability to develop Housing in these areas which might not previously have been possible provides an opportunity to help reduce pressure for development in the Green Belt and also contributes to the viability of the Town Centre as a place for local people to work, and use local shops and services.

- 3.7. The Council attends and supports meetings of the “Green Halo” initiative which is co-ordinated by the New Forest National Park. Green Halo’s vision is to be an exemplar of how our most precious landscapes can work in harmony with a thriving, economically successful community. The Country Park proposal could easily be an important example of the Green Halo approach and with it attract regional and possibly national recognition.

Works required to create a Country Park

- 3.8. It is currently proposed that the land currently used as a golf course is changed to general open space / recreation use. The area would be enhanced by secure fencing, creation of a paths network consisting of both resin bonded, hogging and mown routes providing an accessible and multifunctional space. New infrastructure including benches, a fitness trail, play sculptures, education trail and interpretation will also be installed. Biodiversity can be enhanced by relaxing the formal management of the space and ceasing use of chemicals. Enhancements to Ashtree Meadows will include secure fencing and creation of a pond, new benches and interpretation.
- 3.9. On the recreation area currently known as Stanpit Recreation Ground it is proposed that the council will continue its current enhancement works, continuing to retain an open landscape for people to explore, whilst managing the vegetation to improve it for wildlife, by a reduced mowing regime and removing select vegetation in the old depot site (an area currently under used and with potential viewing areas over the SNCI reed bed).
- 3.10. The existing visitor centre will be able to act as an information and education centre for visitors. Resources and information on the newly created park will be provided to distribute to visitors.

Activities in the Park

- 3.11. Activities within the park would include, but not be limited to the following:

Walking - The golf course area having been securely fenced with open views and varying topography will appeal to walkers who presently only have access to the lower lying recreation ground.

Family Outings - A picnic shelter, and play sculptures within this space will all contribute to its attractiveness as a destination site for families.

Fitness - A fitness trail and measured walking routes will support the health and activity of our residents and link to the Healthy Living programmes operated from 2 Riversmeet Leisure Centre.

Environmental Education – This will be delivered utilising the entire space including Stanpit Marsh and visitor centre, providing a valuable resource for schools, community groups and other groups with an interest in ecology and nature conservation.

Active Volunteering – To assist with Habitat Management, guided Health Walks and environmental education

Wildlife spotting - Viewpoints across the marsh will enable wildlife spotting and attract experts, artists and photographers.

Guided Walks – Historical, environmental and social guided walks could all be supported at this site.

- 3.12. All activities would be carefully planned and the site designed in a way which would support the natural environment and minimise disturbance to the local residents and existing users. Through onsite surveys during the changes we would take the opportunity to consult and seek the views of local visitors.

Biodiversity

- 3.13. The adjacent SSSI Stanpit Marsh has a significant number of protected species and by improving the habitats of the adjacent land parcels the Marsh will be better supported. Furthermore, new foraging ground and improved green corridors for migration will all contribute positively to preserving and enhancing the area's biodiversity. Natural England are supportive of this approach although further consultation will need to take place with organisations such as the RSPB as well as local environmental groups.
- 3.14. Creation of a SANG by its very nature will assist the protection of the Marsh environment by providing local users with a designated area for recreation with a management regime separate to that for the Stanpit Marsh LNR, which forms part of the wider Christchurch Harbour SSSI. Furthermore, one of the aims of developing the park is to assist residents and visitors to develop a greater appreciation of the natural environment and a natural desire to assist in its protection.

2 Riversmeet Golf Course

- 3.15. Creation of the Country Park would inevitably mean that 2 Riversmeet Golf Course would discontinue as a Leisure amenity. Despite the reconfiguration and relaunch of the course a few years ago it is not used extensively and in financial terms only breaks even.
- 3.16. Pay and play usage is not extensive and it is not markedly increased by the numbers of Platinum Card users who are eligible to use the course without additional charge as part of their membership fee. Detailed golf usage figures for Platinum Card Members are not collected by the Leisure Centre but there are currently no clubs or societies which use the course as a base or who have regular events there. Current figures overall show a decline from the previous year although figures will fluctuate according to the weather. However, nationally golf is in decline with participation falling around 20% in the last 10 years; this trend is expected to continue.
- 3.17. Although the course would be an inevitable loss to those that use it, there is the opportunity to use the area for a wider range of activities so users of the Leisure Centre and the wider public can enjoy the open space and recreational benefits there. Indeed, there are likely to be opportunities to attract more people to take up Membership of the Leisure Centre, especially if more activities using the Country Park space are developed. Furthermore, there is a Council owned public golf facility close by at Iford which provides 27 holes of Golf along with practice and other facilities.

High Level Timetable

- 3.18. An implementation plan has been prepared by officers breaking down the various tasks needed to take the project forward, and alongside it a community engagement plan has also been drafted. Key milestones are set out as follows :

November 2018 : Approval by Community Committee

Community Engagement to commence

Planning Application submitted

December 2018 : Approval by Full Council

Issue tender for footpaths, fences etc

January 2019 : Handover of land from Leisure Services to Countryside

Golf Course area opened to the public (Golf Ceases)

February 2019 : Landscaping, vegetation removal and replacement

Planting on Golf Course area

March 2019 : Dedication event by Christchurch Borough Council

April 2019 : Footpath and Fencing build

4. IMPLICATIONS

Corporate Plan & Council Objectives

- 4.1. The matter under consideration impacts upon the Corporate Plan in the following areas:-

- [SC2 - Promote healthy and active lifestyles]
- [ME1 - Work with partners to maintain clean and green public spaces]
- [ME2 - Balance growth and development with the conservation of our built and natural heritage]

Legal

- 4.2. Extensive work has been undertaken to examine a number of Covenants which restrict the use of the land. A number of these relate to building on the land but as the proposals do not seek to do this the advice is that the Council is clear to proceed with the Country Park proposal. Indeed, the creation of the Country Park only serves to enhance the aims of the Covenants in some instances.
- 4.3. Although not formally required a change of use Planning application will be submitted to designate the land as SANG which will remove any potential ambiguity in future years. A Legal agreement may be required with Natural England to set out the arrangements for SANG maintenance and SAMM in perpetuity.

Environmental

- 4.4. The proposal provides an exciting opportunity to protect and enhance a green landscape close to the Town Centre. It will also help to reduce pressure for development of the Green Belt in other parts of the Borough subject to agreement with Natural England. Finally, it makes a strong statement for the Town of Christchurch as a place which protects its natural capital.

Financial and Risk

- 4.5. The Council will be able to make use of the existing Heathland projects fund to pay for the initial costs of laying out the SANG. This fund will be repaid from future developer contributions meaning that the Council will not be required to pay any “up front” costs thereby making it a fairly risk free project in financial terms.
- 4.6. Similarly the requirement from Natural England to set aside monies to fund maintenance of the SANG and Strategic Access Management in perpetuity (80 years) can also be funded from developer contributions as they come forward. This also means no additional maintenance costs will be borne by the Council, indeed, there may be an overall saving on day to day maintenance of the golf course area.
- 4.7. In delivering Housing which might not otherwise be capable of being delivered there are advantages in terms of the additional Council Tax and New Homes Bonus generated; additional Council Tax at band D for 400 homes would be £760k pa with £80k pa currently being the Christchurch element. New Homes Bonus according to the current criteria would amount to £509k per annum over a 4 year period.

Equalities

- 4.8. The proposals have the potential to increase opportunities for more residents to enjoy local access to countryside. By making some of the routes accessible to buggies, bikes and wheelchairs there is a particularly positive impact on quality of life for children, disabled and older people. By improving signage, promotion and the popularity of routes there is also a potentially positive impact for less confident user groups by increasing perceptions of safety of the area.

Consultation and Engagement

- 4.9. To date consultation has been limited to discussions with representatives of the key statutory body, Natural England, the organisation which ultimately needs to give its approval to the proposals. This has been important in terms of establishing the feasibility and credibility of the project and providing reassurance that it will achieve positive environmental and community benefits. However, a great deal more ongoing engagement and consultation is planned.
- 4.10. Further consultation is needed with other statutory bodies on an ongoing basis to ensure that the Council fulfils the aim to reduce pressure on sensitive environments like salt marsh and heathland by attracting people to less vulnerable areas. In doing so the Council and its stakeholder partners

will be able to maximise biodiversity and the protection of habitats and species.

- 4.11. Following the initial enabling works to provide access to the park there will be opportunities to engage with local community groups, schools, and the general public on the design and layout of specific features. Engagement with schools provides a useful opportunity to foster some ownership and pride in a facility which they will hopefully enjoy and protect and pass on that legacy to their children.
- 4.13 Finally, one further suggestion might be to organise an online poll for the naming of the park. A number of names have been suggested already such as 2 Riversmeet Country Park, Stanpit and Purewell Country Park, or a more historical connection such as Twynham Country Park. A poll would hopefully help to engage the community and help create a sense of pride and ownership.

5. CONCLUSION

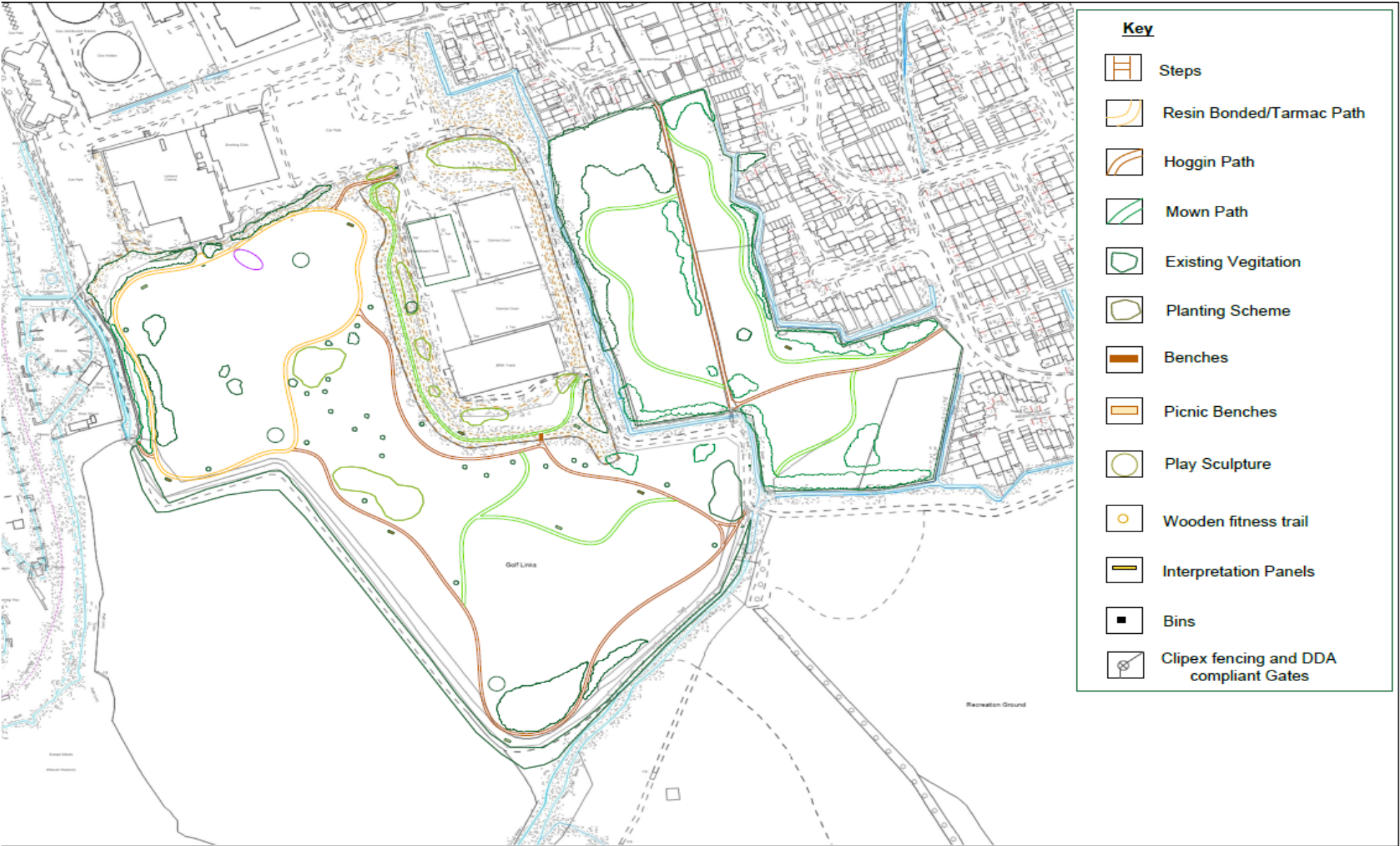
- 5.1. There is an opportunity for the Council to develop a legacy project for the benefit of Christchurch Residents in perpetuity. A Coastal Country Park would be an innovative investment in a natural capital asset in a great location using land which has, until now, not been utilised in a fully coordinated way. It will be able to deliver a range of benefits such as Health and Well Being, Biodiversity, and Environmental Education.
- 5.2. Furthermore, by using the Park as a SANG it enables the delivery of Housing in and around the Town which will reduce the pressure for development in the Green Belt, contributes to the future viability of the Town Centre, and financially benefits the public purse.

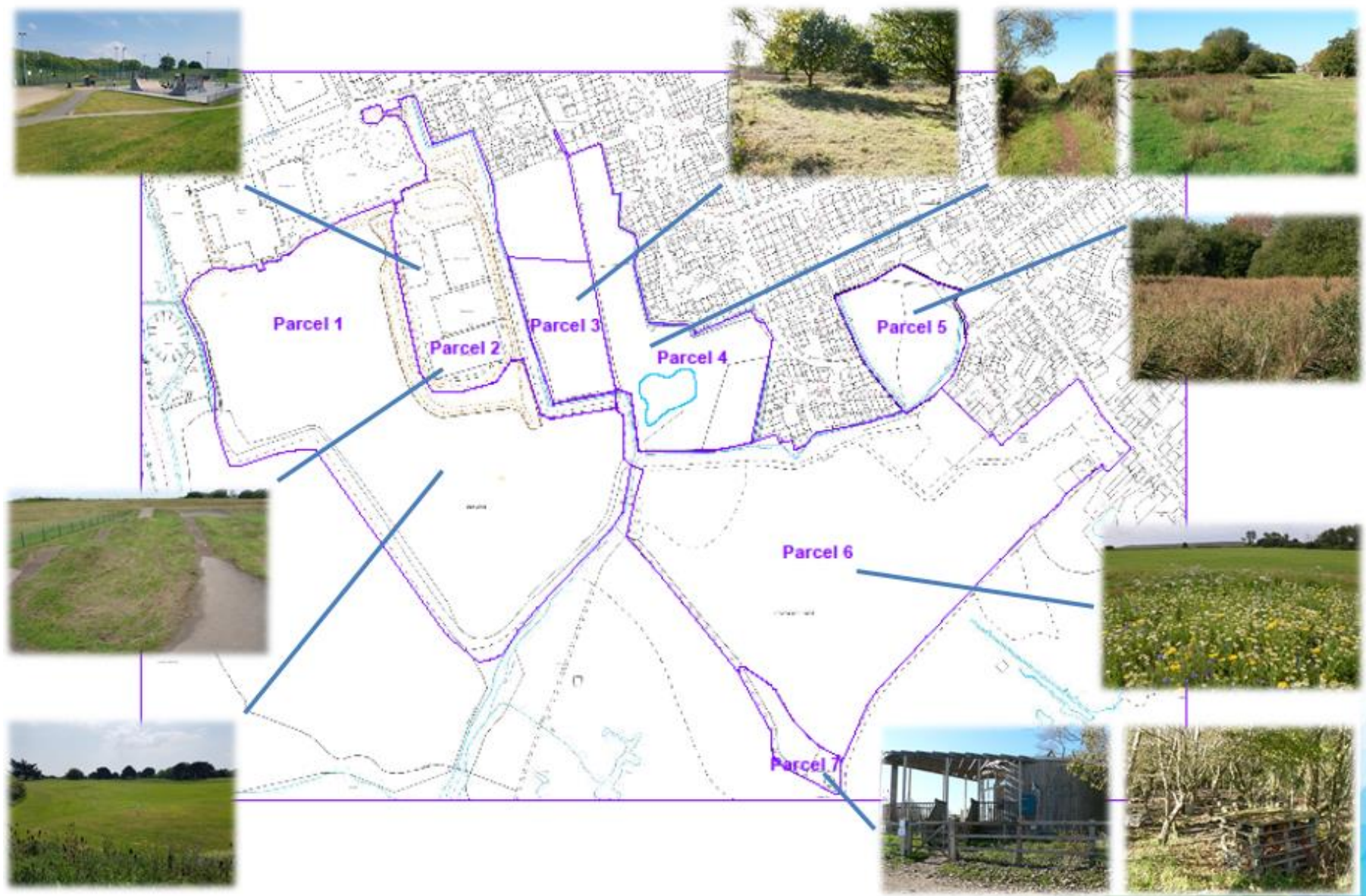
Appendices:

Draft Layout design

Background Papers:

This page is intentionally left blank





FULL COUNCIL

11 December 2018

Community Governance Review - Consequential and Supplementary Provisions

1. PURPOSE AND RECOMMENDATIONS

Report Type: Public Report for Decision

Purpose of Report: To consider a number of supplementary provisions relating to the establishment of two new local councils for Christchurch Town and Highcliffe & Walkford

Recommendations: It is **RECOMMENDED** that:

- (a) the schedule of assets, as set out in Appendix 1 to this report, be approved for transfer to Christchurch Town Council and Highcliffe and Walkford Neighbourhood Council respectively on 31 March 2019;
- (b) Bournemouth, Christchurch and Poole Shadow Authority be requested to enter into a Service Level Agreement to continue with the operational delivery of those services being transferred at a similar level and at a cost equal to the amount identified as the anticipated cost for these services as set out in Appendix 1;
- (c) A Shadow Council for each new Council be established from 1 January 2019 for the purposes of recruiting respective Clerks and other matters that may require a decision prior to implementation;
- (d) Officers be authorised to commence the recruitment process of staff for both councils as detailed in paragraphs 4.4 and 4.5 to this report;
- (e) all other historic property, as defined in paragraph 5.1, be transferred to Christchurch Town Council on 31 March 2019;
- (f) officers be authorised to submit a petition to the College of Arms to secure the transfer of the Borough Council's Armorial Bearings to the Christchurch Town Council at an estimated cost of £3,350;
- (g) the boundary of the Christchurch parish and parish wards be amended by Order to be coterminous with the LGBCE proposed ward boundaries as shown in in paragraph 6.3;
- (h) the anticipated precept amounts for Christchurch

Town Council and Highcliffe and Walkford Neighbourhood Council, as detailed in the table at paragraph 7.5 to this report, be included in the Supplementary Order.	
Wards:	Borough-wide
Contact Officer:	Richard Jones, Legal and Democratic Services Manager Councillor Lesley Dedman, Task and Finish Group Chairman

2. BACKGROUND

- 2.1. The Council at its meeting on 22 August 2018 approved the establishment of two new local councils, Christchurch Town Council and Highcliffe and Walkford Neighbourhood Council.
- 2.2. Reorganisation Orders were subsequently made on 17 September 2018. Copies of the Orders were placed on deposit at the Civic Offices and sent to the required statutory bodies including MHCLG, LGBCE, ONS, Ordnance Survey and the other principal councils in Dorset.
- 2.3. The Orders stated the establishment date, warding arrangements, the number of councillors and election dates. In addition, the Orders made provision for transitional arrangements for the period until the elections in May 2019 whereby the new parishes shall be represented by those councillors who, immediately before 1 April 2019, are the elected councillors for the borough wards falling wholly or partly within the parish boundary.
- 2.4. The Orders further stated that supplementary Orders would be made to deal with the transfer of assets and services and the anticipated precept requirements. Time is of the essence for this phase in order to allow for the supplementary Orders to be made, determine the role of the respective clerks, staff transfer, possible recruitment and other incidental matters required prior to 1 April 2019.
- 2.5. The Council at the August meeting, resolved to instruct the Community Governance Review Task and Finish Group (the Group), Chaired by Councillor Mrs Dedman and also comprising Councillors Bath, Bungey and Mrs Jamieson, to continue to consider and make recommendations in relation to the transfer of assets and services allowing for the calculation of the anticipated precept requirements for the first year of the two new councils. It is important to note that it is not for the Borough Council to set the budget for the new councils. The new local councils will each be required to set and approve their own budget for 2019/20 by 1 October 2019 which may not exceed the calculated anticipated precept.
- 2.6. This report sets out those recommendations which Council is asked to support.

3. ASSETS AND SERVICES

- 3.1. The Task and Finish Group was mindful of the limited capacity of the new Councils to manage significant services, and the impact that any transfer of assets could have on the residents of Christchurch as a whole including the effect on Council Tax levels. When the new Councils are established, future opportunities would exist for the transfer of further operational assets.

- 3.2. The primary objectives for establishing the local councils was to secure and maintain the historical and ceremonial traditions and to bring about improved community engagement.
- 3.3. The new local councils will be statutory bodies and will be required to be consulted on many issues affecting the area. Representational deficit was a major concern of some councillors and the new local councils will strengthen this representational role.
- 3.4. Secondary objectives were to secure and maintain important facilities and services within the borough and for these to be managed at a local level.
- 3.5. The Task and Finish Group was mindful that a recommendation to transfer certain assets may be deemed to be unreasonable and could be open to challenge. The following transfer principles were used to assess each asset:-
1. No significant income generating assets
 2. No assets that have potential for development or future income generation
 3. No assets that would affect a future strategic policy for the unitary authority
 4. No cash reserves should be transferred
- 3.6. The Group assessed different types of assets suggested by community groups, residents' associations and councillors for transfer, including land and property, and considered the implications, costs, income, obligations, staffing and management requirements.
- 3.7. A number of these suggestions were immediately discounted for various practical reasons including, for example, those involving complex multiple ownership arrangements, property and land not within the ownership of the borough council, significantly high operational costs or income which would be contrary to the above principles, or sites where long-term protection or rights already exists. Appendix 2 provides details of those assets which have been discounted by the Task and Finish Group.
- 3.8. All Members of the Council were invited to a Members' Briefing on 6 November 2018, which was very well attended, to consider the initial assessment options and to suggest other assets not previously considered, helping to inform the final recommendations.
- 3.9. The schedule attached at Appendix 1 to this report includes those services and associated assets which it is now recommended should be transferred to the new local councils respectively covering the following areas:-
- Allotments
 - Recreation Grounds / Community facility
 - Property
 - Mayoralty
- 3.10. The schedule includes details of existing ownership title, tenancies, licences or other relevant agreements, best estimate of operating and other expenditure, income opportunities, staffing requirements, special equipment and storage needs, and other implications for each site.

ALLOTMENTS

- 3.11. The only statutory duty of local councils is the provision of allotments where there is demand for them. The Local Government (Parishes and Parish Councils) (England) Regulations 2008 requires the transfer of any land to the parish council which immediately before the order date is held by a principal council for any purpose of the Allotments Acts 1908 to 1950 or is vested in a principal council and used for those purposes.
- 3.12. The allotment sites at Douglas Avenue, Rutland Road and Southey Road must be transferred to Christchurch Town Council. The allotment sites at Roeshot Hill and Walkford must be transferred to Highcliffe and Walkford Neighbourhood Council.

PLAY AREAS

- 3.13. The Task and Finish Group considered the transfer of the play areas which the Borough Council is currently in the process of refurbishing. The contract for these works will not be completed until after the 1 April 2019. The transfer of these sites during the works programme would present significant transfer issues including the transfer of procurement responsibilities and accountability, professional indemnity/insurances and responsibility for payment for the works.
- 3.14. Although budget provision for the future management would be advisable, it is not recommended that the play areas are transferred at this stage. These sites could be transferred once the works are completed with the agreement of Bournemouth, Christchurch and Poole Council.

PROPERTY AND MAYORALTY

- 3.15. There were two key properties which the Task and Finish Group are recommending for transfer, namely Druitt Hall and Gardens and the Old Town Hall.
- 3.16. Druitt Hall and Gardens has been highlighted as a key site in the Town and of historical importance. With the agreement of the Tenant, this building could be used for formal meetings of the Council. The Old Town Hall could be used as the main office initially, for small meetings and to host Mayoral events and engagements, allowing the new Town Council to determine the final operating arrangements post-establishment.
- 3.17. Other public facilities and community halls could be used for other meetings for both councils as required.

OPERATING ARRANGMENTS OF ALLOTMENTS AND RECREATION GROUNDS FOR YEAR 1

- 3.18. Although, the proposed schedule proposes the transfer of a number of assets it is critical that there is continuity of service from 1 April 2019 without any obvious detriment to delivery.
- 3.19. There are a number of options for service delivery including the potential transfer of existing operational staff and equipment, the engagement of an external contractor or the establishment of a Service Level Agreement with Bournemouth, Christchurch and Poole Council to deliver the services for the first year.

- 3.20. It has not been possible in the time available to undertake a full analysis of the manpower requirements and resilience needed to deliver these services directly from 1 April and as a consequence it is considered high risk and undesirable to transfer staff at this stage. Further detailed work will be required by the new local councils in the first year of operation to fully develop a delivery plan.
- 3.21. It is therefore recommended that Bournemouth, Christchurch and Poole Shadow Authority be requested to deliver the operational services for the management of the allotments and recreations grounds for the period from 1 April 2019 to 31 March 2020 and a Service Level Agreement be entered into accordingly.
- 3.22. This approach will not only provide for a continuation of service for the customer but will also provide more certainty for existing staff delivering the services and allow appropriate time to plan for the delivery of the services from April 2020.

4. OFFICE STAFFING REQUIREMENTS AND RECRUITMENT OF CLERKS

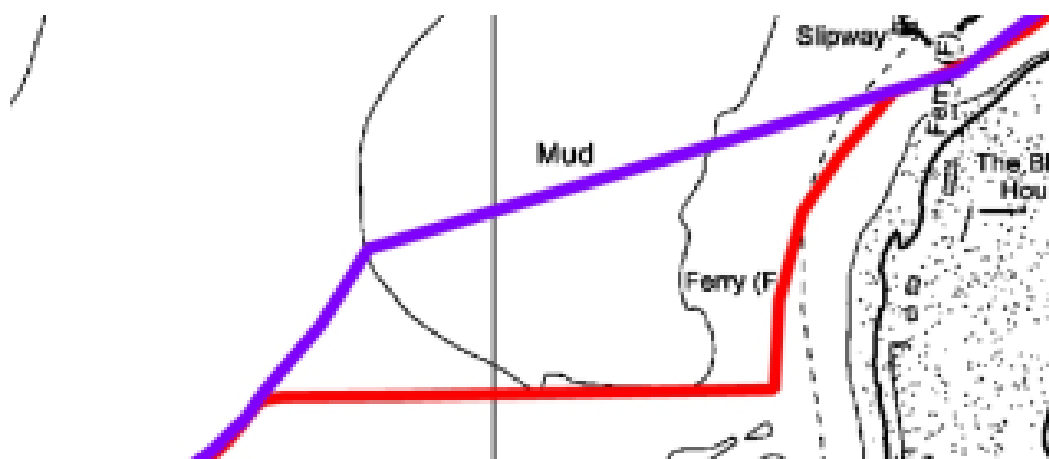
- 4.1. It will be necessary to establish an initial staffing structure for the new local councils. Local councils require as a minimum a designated clerk to the council and a responsible finance officer (RFO). The role of RFO is typically performed by the Clerk.
- 4.2. It is anticipated at this stage that the Neighbourhood Council for Highcliffe and Walkford will operate in a manner similar to other parish councils with a clerk employed on a part-time basis, assuming the responsibilities of the RFO and operating largely from home or an office in a local meeting place for limited hours per week.
- 4.3. Conversely, the Town Council is likely to have a greater presence in the Town Centre, serving as a pivotal point of contact to signpost and represent residents, businesses and visitors. The role and profile of Mayor is anticipated to be maintained to both uphold the historic and ceremonial events but to also promote the Town as a community, cultural, historic and business destination. As a consequence, it is anticipated that the town hall will be staffed on a full-time basis with a clerk, and mayoral and admin support officer.
- 4.4. Existing employees of Christchurch and East Dorset who undertake to provide services and functions which are to be transferred to either of the new local councils and where TUPE Regulations apply would have their employment rights transferred to the new council under these Regulations. It will be necessary to undertake consultation with any member of staff who is considered to fall within this category before commencing further recruitment.
- 4.5. Subject to the approval of this report, job descriptions and person specifications for the positions will be developed, salary bandings determined, and, subject to any TUPE requirements, advertised for appointment. It is suggested that vacancies be initially advertised internally and if no suitable candidate for the positions is identified, advertised externally.
- 4.6. It will be necessary to establish Shadow Councils from 1 January 2019 for the purposes of recruiting respective Clerks and determining other matters that may require a decision prior to implementation.

5. HISTORICAL PROPERTY AND ARMORIAL BEARINGS

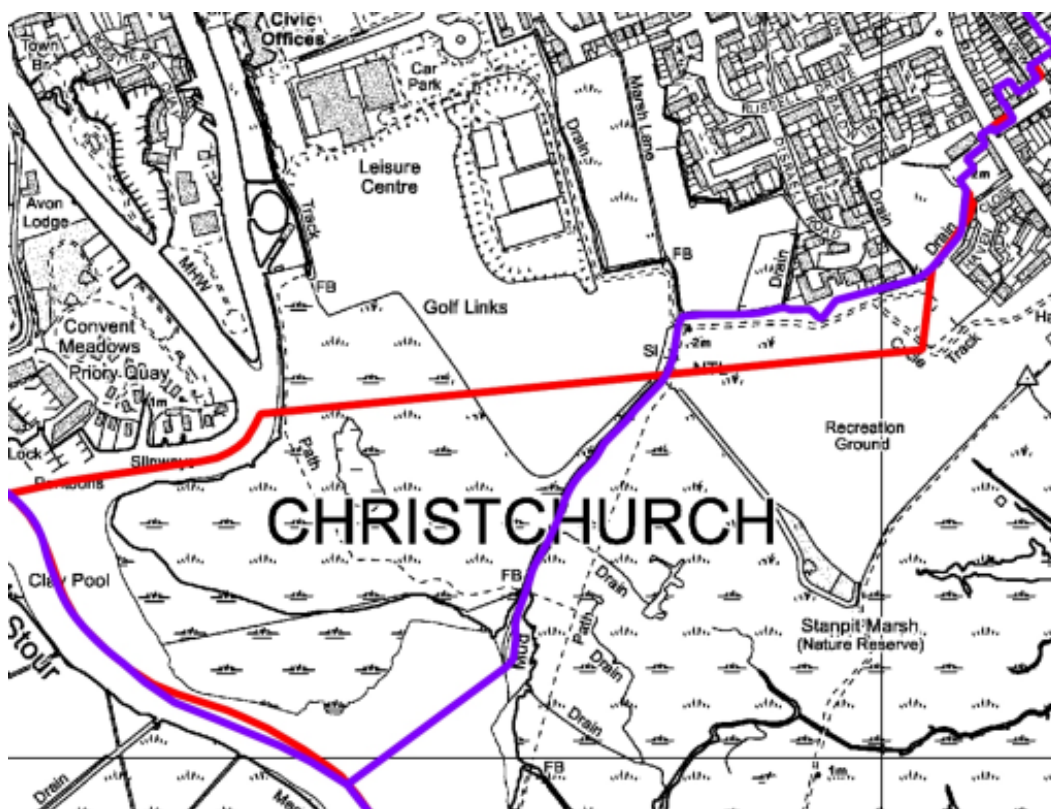
- 5.1. The Council has previously indicated that all historic and ceremonial property should be transferred to Christchurch Town Council. This transfer will be included within the Supplementary Order including the relevant definition for “historic property” as defined in the Charter Trustee Regulations 2009 as including “any charter, insignia, plate, or other property which is of an historic and ceremonial nature, held by a predecessor council”. A full inventory of the historic property is being drawn up.
- 5.2. Initial discussions with MHCLG had sought the transfer of the Armorial Bearings of the Borough to the Town Council using the same provisions that were used in the 1974 reorganisation of local government. MHCLG have now confirmed, however, that this is not possible and that each Council will be required to submit a petition for a Royal Licence to transfer the Arms. The Kings of Arms at the College of Arms will issue a Certificate confirming the transfer. The cost of the licence and transfer will be £3,350. It is recommended that a petition be made to the College of Arms to secure the transfer.

6. LGBCE BOUNDARY REVIEW

- 6.1. Members will be aware that the Local Governance Boundary Commission for England completed their review of electoral arrangements for the Bournemouth, Christchurch and Poole Council wards.
- 6.2. The final recommendations which have been laid before parliament have not been drawn to be coterminous with the parish and parish ward boundaries. The areas affected are non-residential in Stanpit Marsh and the Harbour entrance. Although these boundaries could remain unchanged, adopting coterminous boundaries would bring about improved clarity for the administration of the area, electoral arrangements and engagement issues.
- 6.3. The map extracts below illustrates the two areas affected showing the boundary previously approved for the parish arrangements (RED) and the LGBCE Ward Boundaries (Purple).



Map 1 – Christchurch Harbour Entrance – Proposed to alter the Christchurch parish boundary (red) to be coterminous with the BCP ward boundary (purple)



Map 2 – Stanpit Marsh – Proposed to alter the Christchurch Town ward boundary (red) to be coterminous with the BCP ward boundary (purple)

- 6.4. It is recommended that an amendment to the Reorganisation Order be approved to alter the non-residential parish and parish ward boundaries for Christchurch Town Council so as to be coterminous with the BCP Council Ward Boundaries. For clarity, this change does not affect any properties or electors.

7. ANTICIPATED PRECEPT AMOUNT AND COUNCIL TAX HARMONISATION

- 7.1. The Supplementary Order must specify the anticipated precept requirement for the two new local councils. This sum will include both the cost of the services being transferred and the additional (or new) operational costs required to run the councils. These additional costs must include staffing, buildings, subscriptions, telephone, IT and web site, banking, insurance, general office expenses, election expenses, equipment and equipment maintenance, cleaning, utilities, reserves, etc. The estimated requirements have been based on other parish and town councils plus a contingency supplement.
- 7.2. As mentioned in paragraph 2.5, the new local councils will each be required to set and approve their own budget for 2019/20 by 1 October 2019 which may not exceed the calculated anticipated precept. It is considered prudent financial planning to make contingency provisions in the anticipated amount to allow sufficient headroom for any unforeseen expenditure.
- 7.3. The anticipated sum will be used to calculate the Council Tax for each new Council for the first year after an adjustment has been made for the cost of those services being transferred.
- 7.4. Although, the cost of the services being transferred will be reflected as a temporary adjustment to the Council Tax for the residents of Christchurch

during the harmonisation period, it is important to note that once harmonised, the full cost of operating the new councils will be charged to the respective areas as an additional charge to the BCP Council Tax bills.

- 7.5. The table below provides details of the anticipated cost of operating the new councils based on the recommended asset transfer. The table shows both the cost of the transferred assets and the new additional costs of operating the respective councils.

	Christchurch TC	Highcliffe and Walkford NC
	Cost	Cost
Transferred Service Costs	£117,645	£59,005
Additional Operating Costs	£224,364	£116,887
Anticipated Precept Total	£342,009	£175,892

- 7.6. The precise calculations of the Council Tax will not be possible until after the calculation of the Tax Base has been completed, however, as an indication it is likely that the Council Tax for each of the new councils will be in the region of £25 to £30 in-line with estimates previously advised.

8. IMPLICATIONS

Corporate Plan & Council Objectives

- 8.1. The matter under consideration impacts upon the Corporate Plan in the following areas:-
- SC1 - Help our communities to be stronger and more resilient

Legal

- 8.2. The Local Government and Public Involvement in Health Act 2007 (Part 4) devolved power from the Secretary of State to principal councils to carry out community governance reviews and put in place or make changes to local community governance arrangements. The Community Governance Review was undertaken in accordance with this Act.
- 8.3. To implement the decisions contained in this report, the Council will be required to draw up a Supplementary Re-organisation Order. The 2007 Act provides that any such order may include provision with respect to the transfer and management or custody of property (whether land or other items).
- 8.4. The Local Government Finance (New Parishes) (England) Regulations 2008 permits councils to anticipate a precept and provides that the new parish council then sets the precept which must not exceed the amount specified in the establishment order for it.
- 8.5. All maps included in this report are produced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction in

fringes copyright and may lead to prosecution or civil proceedings Christchurch Borough Council. Licence: 100024379. 2018.

- 8.6. Any arrangement for the continued provision of operational and management tasks would have to be the subject of agreement between BCP and the relevant authority, so as to identify the standard of service, extent of each parties' responsibility, payment and insurance arrangements.

Environmental

- 8.7. There are no environmental implications arising from this report.

Financial and Risk

- 8.8. It is vital that the Governance Review is undertaken in accordance with the Local Government and Public Involvement in Health Act 2007 and the Guidance produced by the Ministry for Communities and Local Government and the Local Government Boundary Commission for England.
- 8.9. Failure to adhere to these could result in the Review being open to challenge and judicial review.
- 8.10. If the proposed service level agreement (SLA) for operational and management tasks related to allotments and transferred open spaces is confirmed, arrangements to meet the cost of work will be required which should be included in the SLA.

Equalities

- 8.11. There are no equality implications arising from this report.

9. CONCLUSION

- 9.1. Members are asked to approve the recommendations and to authorise the making of Supplementary Reorganisation Order to give effect to the recommendations.

Appendices:

Appendix 1 – Schedule of Recommended Sites / Functions for Transfer

Appendix 2 – Schedule of those Sites and Function Discounted by the Task and Finish Group

Background Papers:

Published works

This page is intentionally left blank

CHRISTCHURCH TOWN COUNCIL – TRANSFER OF ASSETS

Sites/Functions being considered

Site/Function	Title/Powers	Issues to consider	Cost estimates
Allotments – Douglas Avenue (C1)	This land is owned freehold by the Council. It is subject to covenants in a Conveyance dated 12 March 1925 which can be summarised as follows:- • Limitation on building within building line • Frontage of any building to be not less than 25ft if detached or 20 foot if semi-detached • Approval of plans for buildings • Ground not built upon to be kept as ornamental or kitchen garden. The Local Government (Parishes and Parish Councils) (England) Regulations 2008 transfers any land to the parish council which immediately before the order date is held by a principal council for any purpose of the Allotments Acts 1908 to 1950 or is vested in a principal council and used for those purposes.	Leases/Licences & other relevant Agreements • Allotment Tenancies Budget Allotment costs and income not split by allotment. Operating Costs Letting of allotment tenancies and collection of allotment rents. Enforcement issues e.g. disputes and non-compliance with the terms of the allotment tenancies. Maintenance of common areas of the site. Turning off water supply in winter. Other Expenditure Outgoings e.g. water bill Insurance Pest control Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment Storage of records	Summary Income 2018 - £380 Operational Expenditure (Apportionment) - £1,240 Net Expenditure - £860 £40 x 2 £130 (inc in expenditure & net cost above) Not known N/A (responsive treatments only)

Site/Function	Title/Powers	Issues to consider	Cost estimates
Allotments – Rutland Road (C2)	The land is owned freehold by the Council and there are no covenants restricting its use. The Local Government (Parishes and Parish Councils) (England) Regulations 2008 transfers any land to the parish council which immediately before the order date is held by a principal council for any purpose of the Allotments Acts 1908 to 1950 or is vested in a principal council and used for those purposes	Leases/Licences & other relevant Agreements Allotment Tenancies Budget Allotment costs and income not split by allotment. Operating Costs Letting of allotment tenancies and collection of allotment rents. Enforcement issues e.g. disputes and non-compliance with the terms of the allotment tenancies. Maintenance of common areas of the site. Turning off water supply in winter. Other Expenditure Outgoings e.g. water bill Insurance Pest control Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment Storage of records	Summary Income 2018 - £4,485 Operational Expenditure (Apportionment) - £14,600 Net Expenditure - £10,115 £40 x 2 £650 Not known Included in overall expenditure – contract with Rokill

Site/Function	Title/Powers	Issues to consider	Cost estimates
Allotments – Southey Road (C3)	This land is owned freehold by the Council and is subject to covenants in favour of the Meyrick Estate which can be summarised as follows:- - No alcohol to be sold on the land. - Not to use as a petrol filling station or advertisement station or for the display of advertisements and no notice boards or signs except an estate agents sign or notice sign for a premises. - No nuisance or annoyance. - Density of housing not to exceed 8 per acre. The Local Government (Parishes and Parish Councils) (England) Regulations 2008 transfers any land to the parish council which immediately before the order date is held by a principal council for any purpose of the Allotments Acts 1908 to 1950 or is vested in a principal council and used for those purposes	Leases/Licences & other relevant Agreements Allotment Tenancies Budget Allotment costs and income not split by allotment. Operating Costs Letting of allotment tenancies and collection of allotment rents. Enforcement issues e.g. disputes and non-compliance with the terms of the allotment tenancies. Maintenance of common areas of the site. Turning off water supply in winter. Other Expenditure Outgoings e.g. water bill Insurance Pest control Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment Storage of records	Summary Income 2018 - £725 Operational Expenditure (Apportionment) - £2,360 Net Expenditure - £1,635 £40 x 2 £205 Not known N/A (responsive treatments only)

Site/Function	Title/Powers	Issues to consider	Cost estimates
Arena Wheel Park (C4)	This land is owned freehold by the Council and is not subject to any covenants restricting its use. The site is built upon contaminated land. The wheel park shares the electrical supply with the nearby MUGA and there will be a need to separate supplies to ensure separate metering arrangements and bill charging. There will be a need for rights of access for maintenance, servicing and repair over the Council's retained land	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Income 2018 - Nil Operational Expenditure inspections and routine maintenance (Apportionment) - £4,820 Net Expenditure - £4,820
Barrack Road Recreation Ground (including play area and new fitness trail around the perimeter of the site) (C5)	This is owned freehold by the Council and was allotted under the Portfield Inclosure Award as a place for exercise and recreation of the inhabitants of Christchurch. This is a registered town/village green. This means that the land has to be kept available for the lawful sports and pastimes of the inhabitants of Christchurch. It is a criminal offence to encroach on or enclose the land or to erect anything on the land which interferes with the use as a village green, unless it is for the better enjoyment of the land as a town/village green. Contract being let for a fitness trail around the perimeter. Issue about what happens to the Contract if this is transferred now.	Leases/Licences & other relevant Agreements - Hiring out of Pitches - Funfair Licence(permitted because a historic use of the green) - Contract about to be let for the fitness trail, so to avoid issues surrounding the contract, transfer should take place once the fitness trail is finished. Budget All recreation ground income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Pavilion Maintenance Floral Displays Inspection and maintenance of play equipment	Summary Income 2018 - £8,915 Operational Expenditure inspections and routine maintenance (Apportionment) - £23,460 Net Expenditure £20,285 £9,475 £12,200 Not known £1,105

Site/Function	Title/Powers	Issues to consider	Cost estimates
		Other Expenditure Replacement of play equipment Insurance Utilities Hiring out of sports ground/pavilion Rates Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Building Maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	(in cost apportionment & net exp) Not known Not known £2,160 £5,740 Not known Man overhead not known Not known
Druitt Gardens (C6)	This is owned freehold by the Council. It is subject to covenants in favour of the County Council to use as a town centre woodland, nature reserve and public open space for the general enjoyment of the public and as a community centre. There are TPOs covering the site. It is within the Town Centre Conservation Zone and is part Scheduled Ancient Monument	Budget Druitt Gardens does not have a separate budget, so will need to be split out of amenity areas budget. Operating Costs Grounds maintenance Maintenance of any floral displays. Inspection and maintenance of trees. Booking of events Maintenance of cycle route Specialist Equipment and Consequential Storage Grounds maintenance equipment Other Expenditure Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance	Summary Income - £210 Expenditure inc inspections and routine maintenance (Apportionment) - £9,945 Net Expenditure - £9,735 Doesn't include various specials like Bio blitz, Ecological report

Site/Function	Title/Powers	Issues to consider	Cost estimates
		Specialist Equipment and Consequential Storage Grounds maintenance equipment	
Druitt Hall (C7)	This is owned freehold by the Council. It is subject to covenants in favour of the County Council to use as a town centre woodland, nature reserve and public open space for the general enjoyment of the public and as a community centre.	Leases/Licences Leased for 10 years from 01 September 2017 at a peppercorn rent on a full repairing Lease. Parts of the building (especially the roof) contain asbestos and the tenant has sought assurances from the Council that under their repairing obligations they would not be liable for the replacement of the roof. These assurances assist the tenant and would bind the new Christchurch Town Council if the asset were to be transferred to them. Operating Costs £3036 rates paid by tenant Other Expenditure £5050 Management recharge Staffing Requirements Administration of Lease	Summary Budget income - £Nil Budget expenditure inc inspections (Apportionment) - £7,880 Net Expenditure - £7,880 Mgmt Reallocation To Revenue £5,050.00 (included in overall expenditure)
Endfield Road Play Area (C8)	This land is owned freehold by the Council. It is subject to residential style covenants in Conveyances of 30 January 1930 and 14 May 1937, which can be summarised as follows:- - No building between the building line and the road except a fence or wall not exceeding 3 foot 6 inches - Fencing - Only one detached or semi-detached dwelling on each plot - No noxious, noisy or offensive trade or	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,1150) = £816 Total: £1921 Direct man costs (apportionment)

Site/Function	Title/Powers	Issues to consider	Cost estimates
	business and no sale of or supply of beer wines or spirits or club where intoxicating liquor is sold - No nuisance - No gravel; or sand to be removed except in the course of building - Approval of plans for any building - No hut, caravan, shed house on wheels or other chattel adapted or intended for use as a dwellinghouse or sleeping apartment and no encampments, but the land to be used as a kitchen or ornamental garden until built on, - No booth, show, swing or roundabout without the consent of the vendors - No advertisement or hoarding on the land (except a for sale sign). Part of the land is subject to private rights of way.	inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	(£22,400 + £3,715) inc in exp totals above
Knapp Mill Open Space (C9)	This land is owned freehold by the Council. It is subject to various rights and estate type covenants, but in particular is subject to covenants in favour of John Maunders Group plc:- - not to use the property other than as public open space land; - to maintain the property and keep it in good order, and - fencing covenant (Knapp Mill Play Area has already been included on the list)	Income All amenity area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance of trees Grounds Maintenance Hiring out for events. Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Income Nil Expenditure £6,025 (Operational Expenditure inspections and routine maintenance excluding the play area) Net Expenditure (excluding Play) £6,025

Site/Function	Title/Powers	Issues to consider	Cost estimates
Knapp Mill Play Area (C10)	This land is owned freehold by the Council. It is subject to various rights and estate type covenants, but in particular is subject to covenants in favour of John Maunders Group plc:- - not to use the property other than as public open space land; - to maintain the property and keep it in good order, and - fencing covenant (probably not applicable to this part).	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,115) = £816 Total: £1921 Direct man costs (apportionment) (£22,400 + £3,715) inc in exp totals above
Mudeford Quay Play Area (C11)	This land is owned freehold by the Council but is not subject to any covenants restricting its use. Suggestion that the play area was originally installed by Christchurch or Highcliffe Rotary Club?	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,115) = £816 Total: £1921 Direct man costs (apportionment) (£22,400 + £3,715) inc in exp totals above

Site/Function	Title/Powers	Issues to consider	Cost estimates
Mudford Recreation Ground, including the Cricket Pitch, Pavilion and Play Area (C12)	This land is owned freehold by the Council. Part of the Recreation Ground is a registered charity. This land was given to the Council upon trust to use and maintain in perpetuity for the recreation of the public and in particular the children of the districts of Mudford and Stanpit and as a memorial to the late Alan Druitt and Mrs Druitt. If this areas were to go to the Town Council, they would therefore be the charity trustee. Part of the Recreation Ground is subject to covenants in a Conveyance dated 18 April 1928, which can be summarised as follows:- • To use as a recreation ground only • Fencing covenants • No advertising station • No hut, caravan, house on wheels or other chattels adapted or intended for use as a dwelling or sleeping apartment but erection of a cricket pavilion or band stand was specifically not included in this stipulation Part of the Recreation Ground was allotted to the Council under the Rushford Warren Enclosure Award.	Leases/Licences The Pavilion is licensed to the Mudford Cricket Club for ten seasons from 01 April 2010. The Mudford Cricket Club is responsible for the repair of the pavilion and payment of outgoings. The Council insures the Pavilion. Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance of play equipment. Maintenance of cricket pitches Hire of Cricket Pitch Grounds maintenance of open space areas. Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Annual return to Charity Commission Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Income - £1,407 Operational Expenditure inspections and routine maintenance (Apportionment) - £9,495 Net op expenditure - £8,088

Site/Function	Title/Powers	Issues to consider	Cost estimates
Office of the Mayor (C13)	Mayoral Function	Operating Costs £35,584 of current service. Suggested costs £24,210 Staffing Requirements Mayoral Secretary Specialist Equipment and Consequential Storage Computer Storage of mayoral items	Budget of £24,210 to include Insurance, Expenses, Civic Regalia, hospitality, ceremonial events, mace bearer, officer support and twinning
Old Town Hall (C14)	The building is owned freehold by the Council and is not subject to any covenants as to its use. It is Grade II listed and situated within the Town Centre Conservation Zone. The transfer would also include the land under the arches of the building. The land to the front is public highway whereas the land to the sides and the rear is owned freehold by the Council and is leased out as part of the Head Lease of Saxon Square. There is currently £75,000 within the capital programme for the replacement of the Cupola and roof repairs. Statutory consents have been granted. Subject to tender, site works will take place in March and April 2019. Issue if premises are transferred prior to completion of the works. There is no DDA compliant access to the first floor and it is difficult to achieve the same.	Leases/Licences The Town Hall is hired out temporarily from time to time. Operating Costs £19,516 Other Expenditure £7,000 management recharge Maintenance of the building. Insurance Utilities Staffing Requirements Building maintenance Administration Specialist Equipment and Consequential Storage	Budget of £20,000 To include property maintenance, Electricity, Gas, Water & Sewerage Charges, Insurance, Rates, Equipment and other contractual charges

Site/Function	Title/Powers	Issues to consider	Cost estimates
Quomps Open Space (Grassed Area and play area) (C15)	This is owned freehold by the Council. Part is subject to covenants in favour of the Earl of Malmesbury not to erect a public library, museum, club or institution of any kind on the land. Part is subject to covenants in favour of William Eaton Burt which can be summarised as:- - fencing covenant, - covenant to use as public pleasure grounds, - no building other than bandstand/three shelters and on no more than 12 days a year, the temporary erection of tents, and - provision for gateways There are various rights affecting the land for cables/access. There are electrical supplies which provide electricity for events. These are located near to the Bandstand, on the Bandstand and also feeds are taken from the Splashpark. Supplies from these need to be laid safely and signed off by electricians including those for the fair and regatta The whole site is subject to flooding. The flood wall around the site and the closing of floodgates are the responsibility of the Environment Agency.	Leases/Licences - Funfair Licence - Hiring out for events e.g. Stomping on the Quomps and Food Festival Income All amenity area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance of trees Inspection and maintenance of play equipment Maintenance of bandstand Hiring out for events. Other Expenditure Utilities Replacement of play equipment Rates Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Income - £6,020 Operational Expenditure inspections and routine maintenance (Apportionment) - £19,345 Net op expenditure - £13,325 £2,750 (included in above) £2,640 Net Expenditure - £15,965
River Way Play Area (C16)	This land is owned freehold by the Council. It was given to the Council subject to the rights for the owners and occupiers of the Grove Farm Estate to use the land as pleasure and recreation grounds	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,115) = £816 Total: £1921

Site/Function	Title/Powers	Issues to consider	Cost estimates
		Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Direct man costs (apportionment) (£22,400 + £3,715) inc in exp totals above
Rutland Road Play Area (C17)	The land is owned freehold by the Council and there are no covenants restricting its use. (Half of the play area is owned by Sovereign Housing Association but that part is being decommissioned).	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,115) = £816 Total: £1921 Direct man costs (apportionment) (£22,400 + £3,715) inc in exp totals above
Tuttons Well and Guide Hut (C18)	This land is owned freehold by the Council. It was given to the Council in 1887 but there was no formal Conveyance. It is not known therefore whether there is anything in the original title deeds which affects this land.	Leases/Licences - Lease of Guide Hut to The Guide Association Trust Corporation for a term of 28 years from 24 August 2001 at an annual rent of £286, subject to five yearly rent reviews. This is a full repairing lease. - Lease of strip of land for a term of 21 years from 01 July 2004 at an annual	Summary Income £310 Expenditure £1,245 (excluding any unknown future expenditure for the maintenance or repair of structures and channels which were installed by the Friends of Tuttons Well)

Site/Function	Title/Powers	Issues to consider	Cost estimates
		rent of £25. Income All amenity area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance of land Inspection and maintenance of structures installed by the Friends of Tuttons Well Grounds Maintenance Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Net expenditure £935
Waterman's Park Play Area (C19)	This land is owned freehold by the Council and is subject to covenants in favour of the Meyrick Estate which can be summarised as follows:- • No alcohol to be sold on the land. • Not to use as a petrol filling station or advertisement station or for the display of advertisements and no notice boards or signs except an estate agents sign or notice sign for a premises. • No nuisance or annoyance.	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,115) = £816 Total: £1921 Direct man costs (apportionment) (£22,400 + £3,715) inc in exp totals above

Site/Function	Title/Powers	Issues to consider	Cost estimates
Waterman's Park Wheel Park (C20)	This land is owned freehold by the Council and is subject to covenants in favour of the Meyrick Estate which can be summarised as follows:- • No alcohol to be sold on the land. • Not to use as a petrol filling station or advertisement station or for the display of advertisements and no notice boards or signs except an estate agents sign or notice sign for a premises. • No nuisance or annoyance.	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,115) = £816 Total: £1921

HIGHCLIFFE AND WALKFORD PARISH COUNCIL – TRANSFER OF ASSETS

Sites/Functions being considered

Site/Function	Title	Issues to consider	Cost estimate
Allotments – Roeshot Hill (H1)	This land is owned freehold by the Council. The land is subject to covenants in favour of the Meyrick Estate summarised as follows:- - Not to use the premises as a motor bus or motor coach station, petrol filling station, public garage, theatre, cinema, amusement park or open air swimming baths or pool or place of public amusement. - Not to apply for a licence to sell alcohol - No advertisement station, board or hoarding or any offensive, obnoxious, noisy or dangerous trade, business, pursuit or occupation. - No nuisance - Fencing covenants. The Local Government (Parishes and Parish Councils) (England) Regulations 2008 transfers any land to the parish council which immediately before the order date is held by a principal council for any purpose of the Allotments Acts 1908 to 1950 or is vested in a principal council and used for those purposes.	Leases/Licences & other relevant Agreements - Allotment Tenancies - Agreement with Roeshot Hill Allotment Association by which they undertake certain maintenance tasks in exchange for an annual payment of £1,100.00. Budget Allotment costs and income not split by allotment. Operating Costs Letting of allotment tenancies and collection of allotment rents. Enforcement issues e.g. disputes and non-compliance with the terms of the allotment tenancies. Maintenance of common areas of the site Turning off water supply in winter. Other Expenditure Outgoings e.g. water bill Insurance Pest control Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment Storage of records	Summary Income 2018 - £10,860 Operational Expenditure (Apportionment based on 2017-18) - £35,350 Net expenditure - £24,490 £2000 (2018-19 £4,700) Not known Included in overall expenditure – contract with Rokill

Site/Function	Title	Issues to consider	Cost estimate
Allotments – Walkford (H2)	This land is owned freehold by the Council. There is a wayleave for an overhead electricity line. There are no covenants restricting the use of this land. The Local Government (Parishes and Parish Councils) (England) Regulations 2008 transfers any land to the parish council which immediately before the order date is held by a principal council for any purpose of the Allotments Acts 1908 to 1950 or is vested in a principal council and used for those purposes.	Leases/Licences Allotment Tenancies Electricity Substation Substation Lease in the corner of the Allotment. This is leased for 99 years from 01/11/1994 and was granted for a premium payment at the beginning of the term and thereafter a peppercorn rent. The Lease includes access and cable rights which cross the Allotments. Budget Allotment costs and income not split by allotment. Operating Costs Letting of allotment tenancies. Enforcement issues e.g. disputes and non-compliance with the terms of the allotment tenancies. Maintenance of common areas of the site. Turning off water supply in winter. Other Expenditure Outgoings e.g. water bill Insurance Pest Control Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment Storage of records	Summary Income 2018 - £3,145 Operational Expenditure (Apportionment) - £10,235 Net expenditure - £7,090 £40 x 2 £423 (2018-19 £630) Not known Included in overall expenditure – contract with Rokill

Site/Function	Title	Issues to consider	Cost estimate
Highcliffe High 5 Play Area, Highcliffe Recreation Ground (H3)	The land is owned freehold by the Council and is subject to covenants in favour of the Highcliffe Estate which can be summarised as follows:- • Not to use the property other than for the purpose of public walks or pleasure grounds, • Not to erect any buildings or other erections other than pavilions, toilets or other buildings for the use and benefit of the public, including a refreshment house and a dwellinghouse for a caretaker or groundsman. • No disturbance, grievance, annoyance or nuisance (provided this does not prevent the playing of music) • Fencing covenant This is a Queen Elizabeth Field in Trust and therefore the consent of the National Playing Fields Association is required to any disposal.	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Included within cost apportionment below Net expenditure - Nil
Highcliffe Toddler Play Area, Highcliffe Recreation Ground (H4)	The land is owned freehold by the Council and is subject to covenants in favour of the Highcliffe Estate which can be summarised as follows:- • Not to use the property other than for the purpose of public walks or pleasure grounds, • Not to erect any buildings or other erections other than pavilions, toilets or other buildings for the use and benefit of the public, including a refreshment house and a dwellinghouse for a caretaker or groundsman. • No disturbance, grievance, annoyance or nuisance (provided this does not prevent the playing of music).	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance	Summary (Recreation Ground and two play areas) Income - £1,105 Expenditure inspections & routine daily maintenance (Apportionment) - £17,485 Net ops expenditure £16,380 Direct man costs apportionment - £26,115 divided by 32 play sites = £816 for High 5

Site/Function	Title	Issues to consider	Cost estimate
	Fencing covenant This is a Queen Elizabeth Field in Trust and therefore the consent of the National Playing Fields Association is required to any disposal.	Specialist Equipment and Consequential Storage Grounds maintenance equipment	
Hoburne Play Area (H5)	(The Council own several play areas in this location and these are to be replaced by one new play area. The location has not yet been decided). The land is owned freehold by the Council and is subject to covenants in favour of Burry and Knight Limited to use as open space land.	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,115) = £816 Total: £1921 Direct man costs (apportionment) (£22,400 + £3,715 divided by 32 sites) inc exp totals above
Mudford Wood Play Area (H6)	This land is owned freehold by the Council. It is subject to covenants in favour of the Secretary of State for Defence not to use for any noxious, noisy or offensive trade or business and not to do anything which may be or become a nuisance, damage or annoyance to the owners and occupiers of the Secretary of State's retained land	Budget All play area income and expenditure is in one budget, so would need to be split out. Operating Costs Inspection and maintenance Other Expenditure Replacement of play equipment Insurance Staffing Requirements	Summary Expenditure inspections & routine daily maintenance (Apportionment) - £1,105 Direct man costs (apportionment - £26,115) = £816 Total: £1921 Direct man costs (apportionment) (£22,400 + £3,715 divided by 32 sites) inc exp totals above

Site/Function	Title	Issues to consider	Cost estimate
		Administration/dealing with contractors e.g. for inspections Grounds maintenance Specialist Equipment and Consequential Storage Grounds maintenance equipment	
Nea Meadows (H7)	This land is owned freehold by the Council and has been declared to be a nature reserve. It is subject to a drainage right and also rights granted to the Environment Agency in respect of the part of Nea Meadows (flood control system) owned by the Environment Agency. Bure Brook is an enmained river and therefore managed by the Environment Agency, but the Council still has responsibility for its maintenance. Nea Meadows has been designated as a nature reserve.	Leases/Licences Lease of electricity substation for a term of 99 years from 01/08/1994 granted for a premium payment at the beginning of the term and thereafter a peppercorn rent. Access Licences to individual properties. Fishing Licence granted to Christchurch Angling Club until 31 March 2023 at £1 a year. Budget All countryside income and expenditure is in one budget, so would need to be split out. Operating Costs Grounds Maintenance Inspection and maintenance of trees Administration Booking any events Other Expenditure Insurance Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds Maintenance Equipment	Summary Income - £1,184 Operational Expenditure inspections and routine maintenance (Apportionment) - £7,226 Net ops expenditure - £6,042

Site/Function	Title	Issues to consider	Cost estimate
Nea Meadows Bowling Ground and Pavilion (H8)	This is owned freehold by the Council. It is subject to a drainage right and also rights granted to the Environment Agency in respect of the part of Nea Meadows (flood control system) owned by the Environment Agency insofar as these affect this part of Nea Meadows.	Leases/Licences Lease for a term of 25 years from 01 April 2008. The Lease is protected by the Landlord and Tenant Act 1954). An annual rent of £1,098 is payable. Under the terms of the Lease, the Council (as landlord) pays the insurance premium and that obligation will pass. The cost to the Council is £150 per annum, but the amount is likely to be different for the parish council because this is part of a larger block policy for the Council. Budget All countryside income and expenditure is in one budget, so would need to be split out. Other Expenditure Insurance Premium Staffing Requirements Administration e.g. collection of rent	Income - £900 HC Bowling Club has full repairing lease including GM of bowling green
Lakewood (H9)	This land is owned freehold by the Council. It was transferred as open space land to the Council by Burry and Knight Limited, but is not subject to any covenants.	Leases/Licences Yearly Licence of fishing rights to Friends of Lakewood Restoration Group expiring on 31 March 2019 at annual licence fee of £1. Budget All countryside income and expenditure is in one budget, so would need to be split out. Operating Costs Grounds Maintenance Inspection and maintenance of trees Administration Booking any events Other Expenditure	Summary Income - Nil Operational Expenditure inspections and routine maintenance (Apportionment) - £2,298 Net ops expenditure - £2,298

Site/Function	Title	Issues to consider	Cost estimate
		Insurance Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds Maintenance Equipment	
Wingfield Sports Ground (H10)	This land is owned freehold by the Council and is not subject to any covenants restricting its use.	Leases/Licences Licences for garden gate access to individual properties Budget All amenity income and expenditure is in one budget, so would need to be split out. Operating Costs Grounds Maintenance Inspection and maintenance of trees Maintenance of Pavilion Administration Booking any events Hiring out sports pitches/pavilion Other Expenditure Insurance Utilities for Pavilion Staffing Requirements Administration Grounds maintenance Specialist Equipment and Consequential Storage Grounds Maintenance Equipment Storage of sports equipment	Summary Income - £1,810 Operational Expenditure inspections and routine maintenance (Apportionment) - £21,795 Net op expenditure - £19,985

This page is intentionally left blank

Discounted Sites/Functions
Christchurch Town Council

Site/Function	Reasons not to transfer
Christchurch Cemetery	Burden on the new Council of administering and maintaining the Cemetery and the specialist arrangements which would have to be made. The buildings within the Cemetery are Grade II listed and therefore protected. Parts of the Cemetery are consecrated. A faculty from the Diocese would be required for any works to any consecrated areas.
Christmas Lighting in Christchurch	Impact on Council Tax levels if this function was taken on and the probability that this was likely to cost more in future because there would not be the same economies of scale. Burden on town council because the contract does not include purchasing and installing the real Christmas trees and the requirement to be able to deal with repairs and call outs. The new Council would be better placed to deal with Christmas lighting over the whole of the area.
Jumpers Common, Endfield Road	Impact on Council Tax levels if this obligation was taken on, when the site is already strongly protected because it has been declared to be a QEII Field in Trust and therefore the consent of the National Playing Fields Association is required to any disposal.
Lighthouse Building (formerly Stour Cottage) Barrack Road, Christchurch	The building is leased to Dorset County Council and used by their Education Department as a learning centre. This building is therefore an operational building which will transfer to the new Council and be required by it for carrying out their functions. It therefore falls outside the criteria for transfer.
Market	The burden on the town council of taking on and operating the market. The process of being able to operate the market is complicated. The town council would have to request the new Council to delegate the power to issue street trading licences to it. The town Council would also have to adopt a street trading policy, consult with frontagers and ask the new Council as highway authority to make the street closure order. The market could not extend into Saxon Square without the agreement of the new Council. It would also be necessary to carry out a procurement exercise for a market operator or the town council would have to decide to operate the market itself and let pitches directly to traders.

Site/Function	Reasons not to transfer
Millhams Street Closed Burial Ground	Impact on Council Tax levels if this obligation was taken on. The Council do not own this but took over its maintenance by agreement. It would therefore only be the maintenance obligation which could be transferred. If not transferred, will continue to be maintained by the new Council. The burial ground is listed.
Place Mill	Impact on Council Tax levels if this building was taken on and burden on town council because specialist maintenance required. Place Mill is protected as a listed building, and is situated within the Town Centre Conservation Zone and is also a Scheduled Ancient Monument.
Priory Closed Churchyard	Impact on Council Tax levels if this obligation was taken on and burden on the town council of being responsible for inspection and maintenance. The Council do not own this but maintain it under the provisions of the Local Government Act as a closed burial ground. It would therefore only be the statutory maintenance responsibilities which could be transferred. If not transferred, the statutory maintenance responsibility passes to the new Council. A closed churchyard is protected by ecclesiastical law and the site is partly within a Scheduled Ancient Monument. Statutory consents have been awarded for urgent wall repairs which are scheduled to take place in spring / summer 2018. The Council also intends to carry out other wall repairs which, subject to statutory and landowners' consents, are scheduled to take place in spring / summer 2020. If the maintenance responsibilities passed, that could prejudice those works being carried out, because the responsibility to do them would have passed to the town council.
Quomps Splashpark	Impact on Council Tax levels if this facility were taken on and burden on town council because of the maintenance and checking responsibilities required, including daily checks and the ability to respond to incidents.
Quomps underground pumping station and seating area	Impact on Council Tax levels if this obligation was taken on and no additional benefit to new Council. This is leased to Wessex Water and the Council has a continuing obligation under the Lease to maintain the upper structure of the shelter.

Site/Function	Reasons not to transfer
Red House Museum Grant Support	Impact on Council Tax levels if this obligation was taken on. The benefit of taking on the grant was that town councillors would have seats on the Steering Group for the Red House Museum. If the town council did not take on the grant, the new Council would take over the funding arrangement instead and could decide to nominate members within the Christchurch area to sit on it. The town council could still come to a separate arrangement in future with Hampshire County Council to make a grant.
Rowing Club Headquarters, Mayors Mead	This is regarded as part of a strategic site for the new Council because it forms a group with the car park and other neighbouring buildings and therefore falls outside the criteria for transfer. The Rowing Club have a long lease which is protected by the Landlord and Tenant Act 1954.
Sea Cadet Hut at Mayors Mead	This is regarded as part of a strategic site for the new Council because it forms a group with the car park and other neighbouring buildings and therefore falls outside the criteria for transfer. There is no direct access from this building to the highway.
Scout Centre at Beauchamp Place, Fairmile	The Scout Hut is already protected because it is leased on a long tenancy, protected by the Landlord and Tenant Act 1954 and the Scouts also have an option to buy the freehold. No special justification to transfer over and above any other type of similar facility.
Scout Hut at Mallory Close	The Scouts are already protected because they have a lease (currently in the process of renewal) which is protected by the Landlord and Tenant Act. No special justification to transfer over and above any other type of similar facility.
Stanpit Recreation Ground and Scout Hut	This land is part of a strategic site for the new Council because it is required in order to implement the proposals for the new country park. The Council made a declaration on 04 July 1985 that this land is held as open space for public recreation and entertainment in perpetuity.
Steamer Point - Friars Cliff Hinterland Open Space	This land is part of the strategic coastline for the new Council and therefore falls outside the criteria for transfer.

Highcliffe and Walkford Neighbourhood Council

Site/Function	Reasons not to transfer
Christmas Lighting in Highcliffe	Impact on Council Tax levels if this function was taken on and the probability that this was likely to cost more in future because there would not be the same economies of scale. Burden on parish council because the contract does not include purchasing and installing the real Christmas trees and the requirement to be able to deal with repairs and call outs. The new council will be better placed to deal with Christmas lighting over the whole of the area.
Wortley Road Car Park	This is a site which will generate significant income for the new Council and therefore fell outside of the criteria. Other points taken into account were that the parish council does not have the powers to make an off street parking places order and would need to come to an agreement with the new Council for them to make the Order on their behalf. There would also be a significant burden on the parish council to manage and maintain a single car park because of the requirements for trained and qualified staff and the software, equipment and contracts that would need to be in place and the ability to be able to deal with repairs and maintenance of machines and the car park.

FULL COUNCIL

11 December 2018

Burton Neighbourhood Plan - Designation of Neighbourhood Area

1. PURPOSE AND RECOMMENDATIONS

Report Type:	Public Report for Decision
Purpose of Report:	To seek approval to designate a Neighbourhood Area for Burton Parish, to support future preparation of a Neighbourhood Plan.
Recommendations:	It is RECOMMENDED that: The Neighbourhood Area of the Parish of Burton is formally designated.
Wards:	Burton & Winkton;
Contact Officer:	Simon Trueick, Partnership Planning Policy Manager

2. A NEIGHBOURHOOD PLAN FOR BURTON

- 2.1. Neighbourhood Planning was introduced to the planning system through the Localism Act 2011 (and a series of subsequent regulations). It strengthens and formalises previous attempts at “very local” planning, for example Parish Plans or Village Design Statements. Whilst sometimes successful, these very often lacked “teeth” in the planning process.
- 2.2. In simple terms, a neighbourhood plan is:
 - A document that sets out planning policies for the neighbourhood area – planning policies are used to decide whether to approve planning applications
 - Written by the local community, rather than the Local Planning Authority
 - A powerful tool to ensure the community gets the right types of development, in the right place
 - Forms part of the Statutory Development Plan for the area.
- 2.3 The Neighbourhood Plan process is quite complex, and involves public consultation and involvement, independent examination of the plan, and a local referendum.
- 2.4 The first stage in the plan process is to formally designate the area to which the plan will apply, known as the Neighbourhood Area. In some cases, this process can involve a period of publication, however as it is the Parish Council who are proposing their own Parish as the Neighbourhood Area, then no consultation arrangements are involved. The decision to designate the area rests with the Borough Council.
- 2.5 The formal details of the submitted request for designation are attached as Appendix A to this report.

- 2.6 This is the first such proposal in Christchurch. Neighbourhood Plans are very common elsewhere in Dorset, with over 30 in progress across the west and north of the County.

2.7 The Parish Council are about to start their Neighbourhood Plan process, and officers will offer support in this wherever possible. At this stage however, the decision to undertake a Neighbourhood Plan should be welcomed and Council is encouraged to support the process by designating the Neighbourhood Area.

3. IMPLICATIONS

Corporate Plan & Council Objectives

- 3.1. The matter under consideration impacts upon the Corporate Plan in the following areas:-

- [GE1 - Maintain an adequately resourced Growth Plan to positively influence the local economy in our area]
- [AH1 - Deliver new homes in line with our 5 year land supply targets]
- [EC1 - Focus on collaboration and partnership in the delivery of services]
- [SC1 - Help our communities to be stronger and more resilient]
- [ME1 - Work with partners to maintain clean and green public spaces]
- [ME2 - Balance growth and development with the conservation of our built and natural heritage]

Legal

- 3.2. There are no legal implications arising from this report.

Environmental

- 3.3. There are no environmental implications arising from this report.

Financial and Risk

- 3.4. The Neighbourhood Plan process does involve some costs to the local authority in who's area the plan is developed (for example costs of examination and referendum). Given the likely timescales involved however, these future costs would be a matter for the new Bournemouth, Christchurch and Poole Council to consider at the appropriate time.

Equalities

- 3.5. There are no equalities implications arising from this report.

Consultation and Engagement

- 3.6. As stated above, no consultation is required for the designation of the Burton Neighbourhood Area.

4. CONCLUSION

- 4.1. Neighbourhood Planning is an important new tool in helping communities take interest and influence in the future of their local area. Burton are taking the first

step in this process and it is appropriate that this Council supports them in their endeavours by formally designating the Neighbourhood Area.

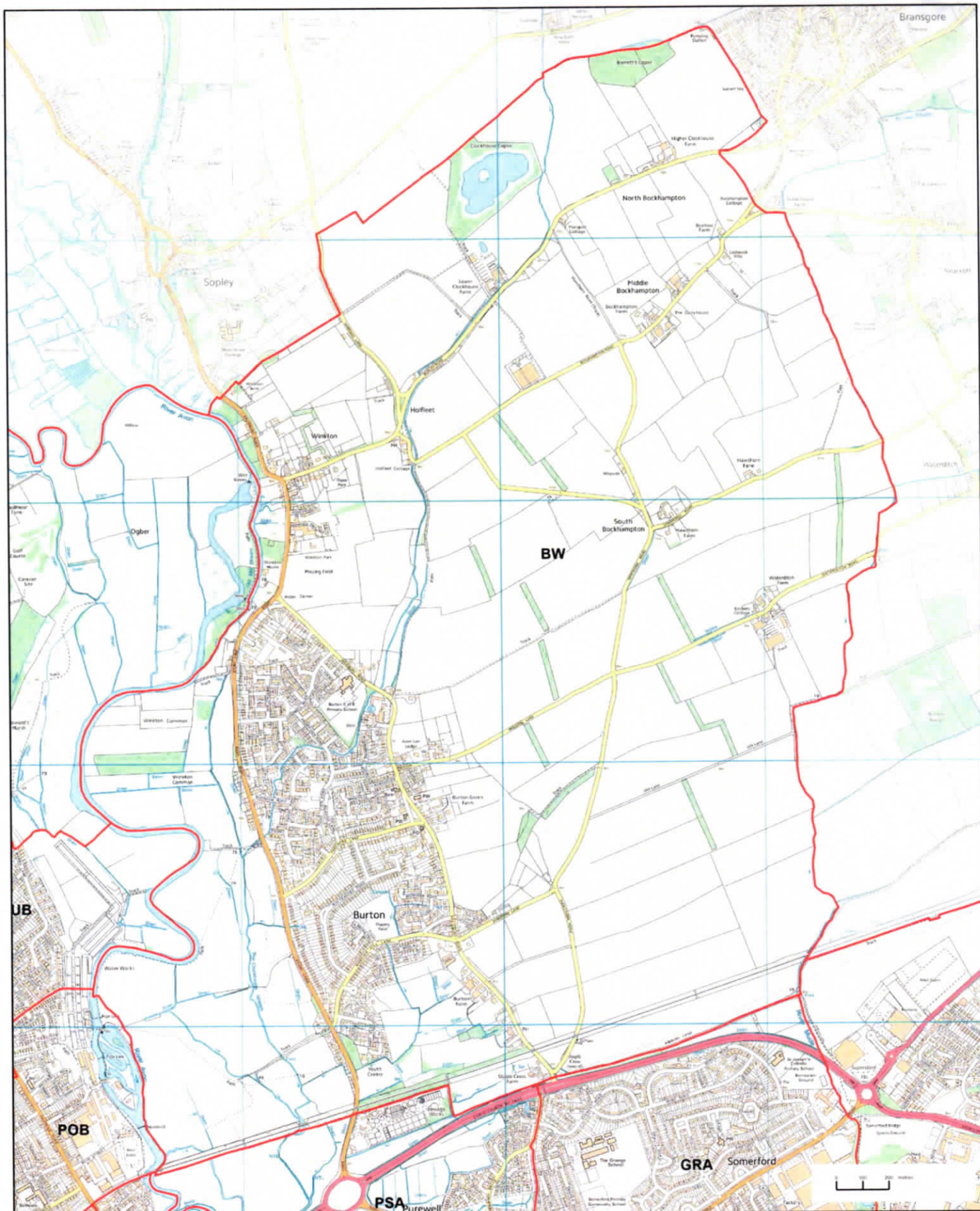
Appendices:

A - Neighbourhood Area designation request.

Background Papers:

None.

This page is intentionally left blank



BW - Burton & Winkton
Polling District

Polling District



Scale: 1:13000 @ A3
Date: 28 December 2017
Creator: Democratic Services

This map is produced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office (c) Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.
Christchurch Borough Council. Licence: 100024379. 2017
East Dorset District Council. Licence: 100024319. 2017

This page is intentionally left blank

1/ Parish Clerk details : Tim Mayled, Burton Parish Office, Burton Community Centre, Sandy Plot, Burton, BH23 7NH. Tel 01202 470457. Email burton@dorset-aptc.gov.uk

2/ Relevant body : Burton Parish Council.

3/ Proposed name of Neighbourhood area : Burton & Winkton.

4/ Extent of and reason for the area : Whole Parish boundary area – as this is a long established and recognised boundary for which the Parish Council has responsibility.

5/ Intention of Neighbourhood Area : to produce a Neighbourhood Development Plan for the parish.

I hereby apply to designate a Neighbourhood Area as described above and shown on the accompanying plan on behalf of Burton Parish Council.

This page is intentionally left blank

FULL COUNCIL

11 December 2018

Housing and Affordable Housing SPD - Adoption

1. PURPOSE AND RECOMMENDATIONS

Report Type:	Public Report for Decision
Purpose of Report:	To adopt the revised Housing and Affordable Housing Supplementary Planning Document following a period of public consultation.
Recommendations:	It is RECOMMENDED that: The revised Housing and Affordable Supplementary Planning Document is adopted.
Wards:	Borough-wide
Contact Officer:	Simon Trueick, Partnership Planning Policy Manager

2. BACKGROUND

- 2.1. The Housing and Affordable Housing Supplementary Planning Document (SPD), was first adopted in April 2014, alongside the Core Strategy and to support housing policies in that document.
- 2.2. A decision to update the SPD was taken for a number of reasons:
 - (a) • To update the document in the light of new evidence studies, for example revised SHMA housing information.
 - (b) • To update the document in respect of development viability information, and specifically in respect of anticipated uplift in land values.
 - (c) • Generally to reduce the amount of text in the document to make it more readable; and
 - (d) To generally update any out of date text.

3 CONSULTATION AND AMENDMENTS

- 3.1 The draft revised SPD was put out for public consultation along with the Local Plan Review between July 16th and September 3rd this year.
- 3.2 Only 6 comments were received on the document. These primarily sought amendments to the document to reflect the updated National Planning Policy Framework, published just after the public consultation, as well as some more minor text suggestions and corrections.
- 3.3 A schedule of comments received is attached as Appendix A to this report.
- 3.4 The revised document for adoption is attached as Appendix B to this report.
- 3.5 It is important to note that this consultation has involved relatively minor updating to the SPD. The revised SPD continues to support the Christchurch

and East Dorset Core Strategy policies and is not linked to the Christchurch Local Plan Review consultation.

4 IMPLICATIONS

Corporate Plan & Council Objectives

- 4.1 The matter under consideration impacts upon the Corporate Plan in the following areas:-
- [GE1 - Maintain an adequately resourced Growth Plan to positively influence the local economy in our area]
 - [AH1 - Deliver new homes in line with our 5 year land supply targets]
 - [AH3 - Respond positively to Government Housing Policy]
 - [ME2 - Balance growth and development with the conservation of our built and natural heritage]

Legal

- 4.2 There are no legal implications arising from this report.

Environmental

- 4.3 It is important to keep the SPD up to date to help support Local Plan policy effectively. In particular, up to date viability evidence will ensure that the document takes an appropriate approach to assessing viability of development proposals to make sure that affordable housing is provided wherever possible.

Financial and Risk

- 4.4 There are no specific financial implications arising from this report.

Equalities

- 4.5 The provision of affordable housing is a key policy measure to help reduce inequalities in our communities, by giving more people access to a decent home.

Consultation and Engagement

- 4.6 The SPD has been through a 7-week period of public consultation.

5 CONCLUSION

- 5.1 The revised Housing and Affordable Housing SPD involves quite modest changes but some of these are important in maintaining an up to date document which can effectively support Local Plan policies. Members are invited to adopt the revised document.

Appendices:

A – SCHEDULE OF COMMENTS RECEIVED AND RESPONSES

B – REVISED HOUSING AND AFFORDABLE HOUSING SPD

Background Papers:

None

This page is intentionally left blank

CHRISTCHURCH AND EAST DORSET

HOUSING AND AFFORDABLE HOUSING SPD (REVISED 2018)

SUMMARY OF COMMENTS RECEIVED AND PROPOSED RESPONSE

RESPONDANT	PARA	SUMMARY OF COMMENTS	LPA RESPONSE
Alderholt Parish Council (Maria Humby, Parish Clerk)		The old SPD refers to Core Strategy Policy LN6 regarding housing and accommodation for vulnerable people, but the draft SPD quotes the same Core Strategy policies as being LN7.	This reference is an error, and will be corrected to refer to Policy LN6.
Wiltshire Council (Ray Bryant, Spatial Planning Team)	n/a	No comments to make.	Noted
South West HARP Planning Consortium (Annie Gingell, Assistant Planner, Tetlow King Planning)	General	The revised SPD fails to take account of the changes to the definition of affordable housing set out in the revised NPPF. The need for affordable housing across Christchurch and East Dorset should be reassessed in the light of the NPPF, as this will change the types of households whose needs will now be considered as requiring a form of affordable housing. This may require an update to the Strategic Housing Market Assessment and discussion with housing associations to ensure that the practical	This is acknowledged and references to the NPPF and specifically the definition of affordable housing will be updated. This will be undertaken as part of work on the emerging Christchurch and East Dorset Local Plan Reviews. An update to the SHMA is in progress and is expected to be completed at the end of 2018. Where changes to policy are required, these will be developed in the Local Plan Reviews.

		implications of the new tenures are fully considered. There is no comment on the new emerging local plan policies in the SPD. The relationship between new and emerging policies should be addressed. The updated SPD still relates to the existing Core Strategy policy. It is acknowledged however that this could be expressed more clearly in the document and further text will be added to the introductory section to clarify this position.
Rentplus UK Limited (Megan Rossiter, Principal Planner, Tetlow King Planning)	General	The revised SPD is not sufficiently up to date to respond to the revised NPPF. This contains new policies and guidance relating to the assessment of housing needs and more specifically the tenures of affordable housing that local planning authorities must assess and seek to deliver to meet local housing needs. The Councils must update their evidence bases to fully understand which of those tenures and how many of each will be required to meet the diverse local housing needs across Christchurch and East Dorset. Rent to buy affordable housing seeks to meet the needs of those households who cannot access home ownership without assistance. Some It is acknowledged that the SPD should be updated in respect of the published NPPF and references to the NPPF and specifically the definition of affordable housing will be updated. Assessment of future housing need, including for specific types and tenures of affordable housing will be undertaken as part of work on the emerging Christchurch and East Dorset Local Plan Reviews. An update to the SHMA is in progress and is expected to be completed at the end of 2018. Where changes to policy are required, these will be developed in the Local Plan Reviews.

of the housing needs evident in each of the local authority areas can be better met by rent to buy which has now been incorporated within the definition of affordable housing in the revised NPPF.

Sections 4, 5 and 7 of the draft revised SPD will need wholesale review to be brought up to date with the new definitions of affordable housing, ensuring that the adopted local policies can be implemented to meet all affordable housing needs and not just those specified in the 2012 Framework. For example, paragraph 4.19 may be more usefully worded:

“To facilitate mixed tenure communities that address different socio-economic housing needs, developments will be sought that incorporate affordable housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers) (as defined in the NPPF). The Council will consider the most appropriate mix with reference to local affordability and site specific circumstances.

The SPD guidance on legal agreements will also need to be amended to reflect the specific provisions set out in the individual definitions of affordable housing types within Annex 2 of the revised Framework, as these are very clear as to which tenures will be required to be retained in perpetuity or have subsidy recycled. This includes paragraphs 4.23 to 4.27, which may also need to be amended to respond to the need for and practical implications for individual developers on the use of nomination agreements.

Appendix 2 of the SPD will also need updating to contain the new definitions.

The review of Existing Use Values undertaken by Tony Williams at District Valuer Services is now out of date and will need to be reviewed. We request that Rentplus is also invited to participate in future assessments of housing need and viability alongside locally active housing associations and other developers to ensure that the most up-to-date information is used to

		inform the assessment.	
East Dorset Environment Theme Action Group – Hilary Chittenden	Various	Various typos noted: 1.5 – Councils’ 1.8 – practice 2.2 – mid-1960s 4.5 – development which housing is 4.8 – AONBs 4.25 – households 8.2 – At policy-making level, 8.8 – Councils’	These are noted and will be corrected.
Steve Gerry	4.9	The targets for affordable housing seem reasonable but I am concerned that in reality these will be watered down and developers will concentrate on building high-price housing. We don’t have enough high-density housing in the area for younger people at affordable rents or prices. There is also a NIMBY attitude that resists any housing and also resisting having people with lower incomes and families in general as neighbours. Future targets must not be so easily evaded by developers. It must be made clear that local residents who are parents want to see sensitive affordable new housing for young families. Given the failures of the mortgage market and high deposits required, most people need housing association rented	The comments are noted. It remains Council Local Plan policy to seek the majority of affordable housing as affordable rented, albeit that other forms of tenure, including low cost market rent, also now fall within the definition of affordable housing.

properties rather than shared ownership which could leave people with negative equity.

Housing and Affordable Housing Supplementary Planning Document

Revised draft July 2018

Christchurch Borough Council
East Dorset District Council



1	Introduction and background	1
2	The Christchurch and East Dorset housing market	4
3	Policy LN1 Size and Type of New Dwellings	8
4	Policy LN3 Provision of Affordable Housing	10
5	Policy LN4 Affordable Housing Exception Sites	15
6	Policy LN6 Housing and Accommodation Proposals for Vulnerable People	17
7	Negotiating	18
8	Viability	22
9	Financial Contributions	24
1	Appendix 1 - Valuation Office Agency Report on EUV Uplift 2017	26
2	Appendix 2 - Definitions and Glossary	33

1 Introduction and background

1.1 This Supplementary Planning Document forms part of the Christchurch and East Dorset Local Plan. It expands upon the housing and affordable housing policies set out in the Core Strategy and replaces all previous Supplementary Planning Guidance including Affordable and Special Needs Housing and the Provision of Small Dwellings, implemented by East Dorset District Council in December 2005.

1.2 This document and its associated appendices address the detailed operational and technical aspects of implementing the Core Strategy Meeting Local Needs policies that contribute to Strategic Objective 5 of the Core Strategy:-

1.3 ***“To deliver a suitable, affordable and sustainable range of housing to provide for local needs”***

1.4 In particular, the document addresses the principles and processes that will ensure the delivery of appropriate market housing and affordable housing to meet local need and demand; and to ensure that future residential development contributes to mixed sustainable communities and a balanced housing market. Over the life of the Core Strategy, and as a result of Policy LN3, an affordable housing target has been set at 35%, reflecting the combined total of all net additional approved residential development and affordable housing resulting from financial contributions (i.e. brownfield sites providing up to 40% affordable housing, greenfield sites providing up to 50% affordable housing and sites that for different justified reasons deliver less than policy requirements).

1.5 To ensure that policy aspirations and objectives are balanced with the critical importance of bringing forward land and viable development, the document also sets out the Councils' approach to negotiation, to viability assessment and where appropriate, the calculation of offsite commuted-sum contributions.

1.6 Implementing plans that facilitate development and housing growth is a priority of the Core Strategy for both Councils. However Local Need policies have been adopted to ensure that future provision is sustainable, making a positive long-term contribution to the economic and social benefit of the area.

1.7 **It is essential that applicants discuss housing proposals and the issue of affordable housing with the Councils well in advance of an application being submitted to ensure that issues are properly addressed, that proposals are supported by evidence and that the most appropriate provision is being made.**

1.8 The Councils are in the process of updating their planning policies for housing and affordable housing through Local Plan Reviews in both Christchurch and East Dorset. This updated SPD still supports the existing adopted Core Strategy policies from 2014. Once the Local Plan Reviews are adopted (estimated in 2020), this SPD may require further updating to support new policies at the time.

1.9 **National Planning Policy Framework (July 2018)**

1.10 The NPPF confirms that the planning system should contribute to sustainable development taking social, economic and environmental considerations into account - the social role will contribute to vibrant and healthy communities by providing the supply of housing required to meet the needs of present and future generations. The system should always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings. The NPPF defines Affordable Housing as including the following types of housing:

- Affordable housing for rent
- Starter homes
- Discounted market sales housing
- Other affordable routes to home ownership such as shared ownership, equity loans, other low cost homes for sale and rent to buy.

1.11 The NPPF also requires local authorities:

- To determine the minimum number of homes needed through a local needs assessment (and this to follow the new standard methodology for emerging plans);
- To assess the size, type and tenure of housing needed for different groups in the community ;
- To specify the type of affordable housing required;
- To expect at least 10% of homes to be available for affordable home ownership, subject to certain exemptions;
- Support opportunities to bring forward rural exception sites to provide affordable housing that will meet identified local needs;

1.12 Offsite Affordable Housing Contributions (Peter Brett Associates 2012)

1.13 In 2012, independent consultants Peter Brett Associates were commissioned by the Christchurch and East Dorset Councils Partnership to advise the Councils on an appropriate mechanism to calculate off-site financial contributions in lieu of onsite affordable housing as part of CIL viability testing. The model would need to accord with NPPF guidance and using CIL principles, be calculated on a square metre basis of Gross Internal Floor Area (GIFA).

1.14 Following sensitivity testing against different development typographies and sub-market value areas, the Consultants confirmed that at baseline viability, a single offsite financial contribution rate should be levied across Christchurch and East Dorset of between £350 and £400 per square metre of total GIFA.

1.15 RICS Professional Guidance “Financial Viability in Planning”

1.16 In recent years the preparation and submission of economic viability appraisals as part of the planning process has become common place where evidence is presented by applicants to demonstrate that planning policy requirements cannot be met in full, including the provision of affordable housing.

1.17 Reflecting the importance of financial viability in the development process, and the central role played by property and land valuation professionals, the Best Practice guidance published by RICS (Financial Viability in Planning, RICS 2012) has been taken into consideration in preparing relevant elements of this SPD.

1.18 Connection to the Core Strategy

1.19 To meet household and population growth projections, the Core Strategy includes a housing target of 8,490 homes to be delivered over the period 2013 - 2028. In addition to sites coming forward within the existing built environment, newly allocated neighbourhoods and green-field developments will provide scope for 3,465 homes.

1.20 However the Core Strategy makes it clear that housing growth must be a carefully informed and managed process resulting in high quality new developments. Housing proposals must centre on meeting local need and demand, and contribute to the social and economic strengths of new and existing communities:-

1.21 The Core Strategy Vision

1.22 *“The unmet housing needs of the area will be reduced, with housing delivered of a type and tenure which meets the aspirations of those wishing to buy or rent. An element of this housing will be in the form of new, well-planned, sustainable residential areas in both Christchurch and East Dorset. These will be attractive new areas, including high quality and sustainable homes, areas of open space, new community facilities, and improved transport links to the surrounding area.*

1.23 *Housing will also continue to be delivered in our towns and villages, but developments will now better reflect the character and type of housing found in each local area, and will make appropriate contributions to infrastructure. Almost all new housing developments will contribute to the provision of affordable housing, creating a step change in delivery of affordable dwellings and a significant reduction in waiting lists”.*

1.24 The Councils housing aims are further developed and defined within Objective Five - one of the seven key Strategic Objectives underpinning the Core Strategy.

1.25 Objective 5

1.26 *“Sufficient housing will be provided in Christchurch and East Dorset to reduce local needs, whilst maintaining the character of local communities. This housing will include well-planned sustainable new communities in appropriate locations. The **size and type of dwellings** (both open market and affordable) will reflect current and projected local need through the Strategic Housing Market Assessment, **and will include housing capable of meeting people’s needs at all stages of life**. All residential development resulting in a net increase in dwellings will contribute towards **provision of affordable housing** at a rate of 35% of total units being developed. Development of 100% **affordable housing schemes may be considered exceptionally** in land adjoining rural and urban settlements. Criteria for the provision of **Gypsy and Traveller** sites will be established”.*

1.27 The Core Strategy Vision and Strategic Objectives highlight the positive contribution that housing will be expected to make to creating and sustaining mixed communities, New-build housing must make a positive contribution to achieving a balanced housing

market, creating opportunities for smaller and more affordable types of housing suitable for all: for down-sizing; for younger families; for newly forming households and for the growth of the private rented sector. Adequate provision must also be made for our older and vulnerable residents whose needs can best be met through new-build housing and accommodation schemes.

1.28 In accordance with the National Planning Policy Framework guidance, detailed housing proposals **for both affordable and market housing** will be expected to reflect findings from the Strategic Housing Market Assessment (SHMA) evidence base taking account of current and future demographic trends, market trends and the needs of different groups within the community

1.29 ‘Meeting Local Needs’ Policies (LN1 to LN6) of the Christchurch and East Dorset Core Strategy define the principles and framework for implementing the housing and accommodation aims of the Core Strategy Vision and Strategic Objective Five.

1.30 This Supplementary Planning Document provides further guidance on Core Strategy Policies LN1, 3, 4 & 6.

- LN1: Size and Type of Dwellings
- LN3: Provision of affordable housing
- LN4: Affordable Housing Exception Sites
- LN6: Housing and Accommodation proposals for Vulnerable People

2 The Christchurch and East Dorset housing market

2.1 The Local Context

2.2 Adjoining Bournemouth and Poole, the housing markets of Christchurch and East Dorset have been extensively influenced by the growth of the conurbation, providing desirable suburbs for those who wish to live outside the main urban areas and an attractive destination for those seeking a retirement home in the most accessible parts of Dorset. Extensive building and development activity in both areas since the mid-1960s have inevitably optimised these attributes, contributing to a number of common housing and demographic characteristics, as well as significant levels of commuting and traffic congestion in and out of the urban centres.

2.3 Past growth and the attributes of the present housing market also reflect the beautiful natural environment with its many protected areas of greenbelt, nature conservation and landscape designations, heath-land and flood zones. Factors that increase the desirability of living on the outer edge of the conurbation but equally impose severe constraints on the capacity for future growth. These dynamics have shaped housing development of the past 50 years, contributing to an unbalanced housing market, dominated by high value homes, an under-developed private rented sector and lack of affordable housing.

2.4 The housing stock and demographic profiles of Christchurch and East Dorset are now significantly out of kilter with English averages. Many communities, especially those in the rural areas of East Dorset, have been progressively undermined as younger people cannot

access or afford market housing. Major concerns have arisen for age related services and long-term economies, as the older population concentrates still further and the available work-force shrinks over the next twenty years.

2.5 Having been shaped by the demand for in-migration and suburban living, housing growth in both Christchurch and East Dorset has resulted in high proportions of detached houses and bungalows, and a shortage of lower value terraced housing. These factors contribute to making Christchurch and East Dorset two of the least affordable places to live outside London with a lower quartile house price to income ratio in 2016 of 12.6 in Christchurch and 12 in East Dorset (ONS Housing Affordability in England and Wales 1997 – 2016)

2.6 At national level, the tensions associated with funding future care for an ageing generation from a shrinking working age population are well known. This will particularly affect Christchurch and East Dorset with an above-average retired population. In the 2011 Census, Christchurch had a greater proportion of residents above 65 years of age (29.7%) than any other English or Welsh local authority area, and at 27.9% East Dorset ranked 6th. Over the next 20 years, as the proportion of over 75 year olds double, social care, health and housing agencies are anticipating major increases in demand.

2.7 Housing stock and new-build house completions

2.8 To provide a comprehensive picture of the housing market context for Christchurch and East Dorset it is necessary to consider the housing stock profile, the tenure profile and the rate of housing completions (both market and affordable) in recent years. More detailed information on the housing stock and housing market is available within the Eastern Dorset HMA 2015 Strategic Housing Market Assessment:

- www.dorsetforyou.gov.uk/article/404418/2015-Update-and-Review-of-the-Strategic-Housing-Market-Assessment

2.9 Housing Stock profile

2.10 Data from housing stock condition surveys in 2011 confirmed the very high proportion of detached houses and bungalows in East Dorset (64%) compared with the English average (28%) and the high proportion of bungalows and purpose built flats in Christchurch (48%) compared with the English average (22%). The same dataset also highlighted the under provision of lower value terrace housing and converted flats in East Dorset (13%) when compared with the English average (33.5%).

2.11 Housing tenure profile

2.12 The 2015 Strategic Housing Market Assessment (SHMA) confirmed that levels of owner-occupation in Christchurch (75%) and East Dorset (81%) were significantly above the national average (63%). Latest tenure data from the ONS (2016) confirms that the size of the social rented sector is also substantially below the national average (17%) with only 11% in Christchurch and 8% in East Dorset. The levels of privately rented housing are substantially lower than the national average (20%) at around 11% and 9.3% respectively,

2.13 Housing Delivery

2.14 Taken from Annual Monitoring Reports, the graph highlights the current position on housing delivery for Christchurch and East Dorset against local plan targets.



Figure 2.1 Christchurch and East Dorset housing trajectory

2.15 Average house prices and average house price/income ratios

2.16 Office for National Statistics (ONS) data illustrates that median house prices in Christchurch and East Dorset in 2017 were £320,000 and £339,000 respectively (ONS HPSSA Dataset 9). Average lower quartile house prices in 2017 were £245,000 in Christchurch and £267,000 in East Dorset (HPSSA Dataset 15). The affordability ratio of median incomes to lower quartile house prices in 2016 was 12.6 in Christchurch and 12 in East Dorset (ONS Housing Affordability in England and Wales: 1997 – 2016)

2.17 The Strategic Housing Market Assessment Update (2015)

2.18 In October 2015 GL Hearn produced a Strategic Housing Market Assessment (SHMA) for the six local authorities covering the Eastern Dorset Housing Market Area. This SHMA updated the previous 2012 SHMA.

2.19 In accordance with department for DCLG guidance, the SHMA was produced in consultation with stakeholders and provided data, analysis and policy recommendations. Individual reports were also published for each Local Authority area including Christchurch and East Dorset.

2.20 Future Housing Requirements

2.21 Taking expected economic growth, population and household growth projections into consideration, the 2015 SHMA concluded that there is an Objectively-Assessed Housing Need for Christchurch and East Dorset for the period 2013-33) of 241 homes per annum for Christchurch and 385 homes for East Dorset.

2.22 Objectively-Assessed Housing Need per annum 2013 - 33

	Christchurch	East Dorset	Eastern Dorset HMA
Base Demographic	231	298	2477
Supporting Economic Growth – Additional Housing	0	69	285
Improving Affordability – Additional Housing	10	18	121
Full OAN	241	385	2883

2.23 The need for affordable housing

2.24 Using methodology set out in Planning Practice Guidance, the 2015 SHMA provides estimates of the need for affordable housing based on a range of secondary data sources, including the 2011 Census, data on household incomes, modelling of population trends, lettings, re-lettings and the future supply of affordable housing. It should be noted that the SHMA provides an objective assessment of the future need for housing on a policy-off basis. The SHMA itself must not apply constraints to the overall assessment of need, for example environmental constraints or issues related to congestion and/or local infrastructure. These issues are considered, as appropriate, in the development of Local Plans, and the Christchurch and East Dorset Core Strategy 2014 sets out the Affordable Housing Requirements for new developments.

2.25 Table 5: Estimated level of Affordable Housing Need (per annum)

Area	Backlog Need	Newly forming households	Existing households falling into need	Total Need	Supply	Net Need
Christchurch	13	197	35	245	55	191
East Dorset	18	227	50	346	83	263
Eastern Dorset HMA	245	2428	663	3336	969	2367

2.26 (Sources: GL Hearn Eastern Dorset 2015 Strategic Market Assessment. Christchurch Borough Summary and East Dorset District Summary)

3 Policy LN1 Size and Type of New Dwellings

3.1 “Overall, the size and type of new market and affordable dwellings will reflect current and projected local housing needs identified in the latest SHMA and informed by future Annual Monitoring Reports to ensure that the proposed development contributes towards attaining a sustainable and balanced housing market”.

3.2 All residential development proposals will be expected to provide market housing and affordable housing that meets locally generated housing need and demand. Where appropriate and possible, development proposals will be expected to incorporate a range of housing types and sizes, thereby meeting a variety of needs and demands, whilst making a positive contribution to mixed and sustainable communities and a more balanced housing market.

3.3 Developments must be designed to mix and integrate affordable and market housing, meaning that affordable homes will be appropriately clustered in dispersed small groups; that external design will be ‘tenure blind’ – making it impossible to distinguish between tenures – and unless explicitly agreed to the contrary, the proportionate mix of houses and flats will be similar for both market and affordable housing.

3.4 “Individual Sites will be expected to reflect the needs of the Strategic Housing Market Assessment, subject to site specific circumstances and the character of the local area.”

3.5 The 2015 SHMA housing mix

Area/type		1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms +
Christchurch housing	Market	7.2%	42.6%	40.2%	10%
Christchurch Housing	Affordable	46.5%	29.8%	21.3%	2,4%
East Dorset Market Housing		8.3%	48.7%	43%	0%
East Dorset Housing	Affordable	32.5%	42.3%	22.8%	2.4%

3.6 On housing type the SHMA 2015 concludes that in East Dorset around 45% of homes should be detached, 20% semi-detached, 15% terraced, and 20% flats. In Christchurch the analysis suggests a need for around 35% of homes to be detached, 25% semi-detached, 20% terraced, and 20% flats.

3.7 Residential development proposals will be expected to reflect prevailing SHMA guidance and the cumulative impacts of year-on-year delivery as recorded in Annual Monitoring Reports. Proposals will be required to demonstrate how schemes address local need and demand, and the extent to which development proposals will deliver mixed sustainable communities.

3.8 Within the spectrum of locally identified need and demand, developments must be designed to take available opportunities to incorporate a diversity of size (bedrooms) and type (form) of housing to meet the need as identified. It is recognised that certain sites, especially small or brown-field sites, may be highly constrained whilst others may lend themselves to particular types of development. Such factors may be taken into consideration as part of the appraisal process, although the primary tests of meeting local need and delivering mixed communities will remain in place.

3.9 As part of the planning application process, development proposals will be assessed in terms of their capacity to meet locally identified needs and to incorporate mixed types of housing; and how well such capacity has been optimised taking any mitigating evidence or design limitations into consideration (see chapter 7).

3.10 It is also recognised that certain sites, especially small or brown-field sites, may be highly constrained whilst others may lend themselves to particular types of development. Again such factors will be taken into consideration as part of the appraisal process, although the primary tests of meeting local need and delivering mixed communities will remain in place.

“All new housing will be required to be built to meet minimum living spaces standards for both internal and external areas. Further consideration will be given to bespoke standards in a Supplementary Planning Document, if justified by new evidence. In the meantime the Councils will apply the Homes and Communities Agency Housing Quality Indicators in relation to private open space, unit sizes, unit layout and accessibility within the unit (HQL sections 3.2.1 to 3.2.9 and 5.1).”

3.11 All new-build dwellings will be required to meet minimum internal space standards for the intended number of residents (defined by bed-spaces). Each dwelling will be individually assessed for compliance as part of the planning process requiring confirmation of the identified number of bed-spaces for the unit design, and the Gross Internal Floor Area measurement.

Number of bed-spaces	Minimum Square Metres (GIA)
1	30
2	45
3	57
4	67
5	82

3.12 Under exceptional circumstances, in the event that any individual dwelling fails to meet the minimum space standard, it will be necessary to provide supplementary detailed evidence demonstrating that the design of the unit, relative to the number of intended

residents, provides appropriate living and dining space and associated storage; adequate bedroom space to incorporate appropriately sized beds, and hanging and shelved storage space; adequate kitchen and bathroom space and facilities for the intended number of residents.

3.13 All affordable housing will be required to meet prevailing Homes & Communities Agency design, space and construction standards associated with Social Housing, Affordable Rented Housing and Intermediate Affordable Housing.

4 Policy LN3 Provision of Affordable Housing

4.1 ***“To maximise affordable housing provision, whilst ensuring flexibility and sufficient margins to facilitate housing delivery, the Councils will require all residential developments to meet the following affordable housing requirements (LN3).”***

4.2 In line with NPPF guidance, Core Strategy housing priorities centre on meeting household growth requirements, providing appropriate market housing and maximising the provision of affordable housing. Future residential developments must meet locally generated housing need and demand and by doing so, will help to rebalance housing markets and contribute to the long-term economic and social sustainability of Christchurch and East Dorset.

4.3 Eligible development proposals that fail to maximise the requirements of Policy LN3 will need to be supported by detailed viability appraisal evidence and Residual Development Value justifications, in accordance with the Negotiation Procedure.

4.4 **Policy Percentage Requirements:**

4.5 ***“All greenfield residential development which results in a net increase of housing is to provide up to 50% of the residential units as affordable housing in accordance with the Policy Delivery Requirements and Affordable Housing Requirements unless otherwise stated in strategic allocation policies” (LN3).***

4.6 ***“All other residential development which results in a net increase of housing is to provide up to 40% of the residential units as affordable housing in accordance with the Policy delivery Requirements and Affordable Housing Requirements (LN3).”***

4.7 Any development proposals, including the conversion or sub-division of existing commercial, agricultural or residential buildings, that result in a net increase of residential dwellings will be subject to Policy LN3 requirements. However, following current Government guidance any planning application for residential development determined after the 20th May 2016 for 10 dwellings or less **and** which have a maximum combined floor space of no more than 1000sqm will not be required to provide an affordable housing contribution or on site provision. Where a development is of 10 units or less, but exceeds the floorspace threshold, Policy LN3 will continue to apply.

4.8 In our designated rural areas (AONBs etc) we can adopt a lower threshold of 5 units or less not requiring affordable housing or tariff-style contributions. Rural areas are described under *section 157(1) of the Housing Act 1985*, which includes National Parks and Areas of Outstanding Natural Beauty. The adoption of a lower rural area threshold will need to be

via a Development Plan Document. A policy to address a reduction in thresholds in the AONB will be considered as part of any future review of the Local Plan. (See the **Christchurch and East Dorset Practice Note**: - *“Changes to the way the Councils will be applying Policy LN3 ‘Provision of Affordable Housing’ in light of the Government guidance on affordable housing and tariff style contributions”*)

4.9 Where Greenfield residential development proposals (see definitions) result in a net increase of housing, up to 50% of the net increase in dwellings must be policy compliant affordable housing. This will be the maximum requirement for Greenfield residential development, although some developments (e.g. Housing Association proposals) may provide more than 50% affordable housing at their own discretion. If Greenfield development proposals include less than 50% affordable housing then the reduced level of provision will need to be evidenced and justified in accordance with the negotiation procedure (chapter 7).

4.10 Where residential development proposals on non-Greenfield land result in a net increase of housing, up to 40% of the net increase in dwellings must be policy compliant affordable housing. This is the maximum requirement for brownfield residential development, although some developments (e.g. Housing Association proposals) may provide more than 40% affordable housing at their own discretion. If non-Greenfield development proposals include less than 40% affordable housing then the reduced level of provision will need to be evidenced and justified in accordance with the negotiation procedure (chapter 7).

4.11 Affordable Housing will be required to meet the current NPPF definition – see Appendix 2.

4.12 Affordable housing required under the policy will normally be provided on-site and this is the default position. If it is not possible to provide affordable housing on-site or if the development will result in a net gain of less than 15 units, then alternative off-site options may apply with the Council’s agreement.

4.13 *“Any planning application which on financial viability grounds proposes a lower level of affordable housing provision than is required by the Policy Percentage Requirements must be accompanied by clear and robust evidence that will be subject to verification” (LN3).*

4.14 For such a case to be considered on viability grounds, development proposals must be supported by robust, detailed and clear financial evidence, capable of withstanding rigorous independent professional examination as set out in the negotiation procedure (See chapter 7).

4.15 **Affordable Housing Requirements:**

4.16 *“The mix of units will be subject to negotiation and agreement with the Council but in any event must reflect local housing needs identified in the latest Strategic Housing Market Assessment” (LN3).*

4.17 Findings from the latest SHMA Update (2012) provided key evidence for the Core Strategy including household growth estimates and the most appropriate sizes of accommodation, at given percentages of affordable housing. Subsequently the SHMA 2015 update has provided additional data on current housing market conditions and requirements (see page 13)

4.18 ***“Tenure split should normally allow for 30% intermediate housing with the remainder being affordable rented or social rented” (LN3).***

4.19 To facilitate mixed tenure communities that address different socio-economic housing needs, developments will be sought that incorporate all types of affordable housing as defined in the NPPF. Due to average incomes and the affordability of local rents and homes to buy, the preference remains that the majority of housing will be affordable homes for rent.

4.20 **Developments must be designed to mix and integrate affordable and market housing, meaning that affordable homes will be appropriately clustered in dispersed small groups; that external design will be ‘tenure blind’ – making it impossible to distinguish between tenures – and unless explicitly agreed to the contrary, the proportionate mix of houses and flats will be similar for both market and affordable housing.**

4.21 **Securing Affordable Housing through legal agreements**

4.22 ***“Conditions or legal obligations will be used to ensure that affordable housing is secured and retained for those in housing need and with a Local Connection” (LN3).***

4.23 All affordable housing requirements, resulting in on-site provision or financial contributions, along with formulas and associated triggers and delivery mechanisms, will be specified within planning conditions or a S106 planning obligations legal agreement.

4.24 Planning conditions or S106 agreements will also include nomination mechanisms and processes to ensure that affordable housing is retained and occupied by eligible households in housing need, with a local connection to the Borough of Christchurch or District of East Dorset, as appropriate.

4.25 Planning conditions or S106 agreements for developments within the settlements of Christchurch, Wimborne, Verwood, Ferndown and West Parley will give priority to households in housing need and with a local connection to the respective Borough or District. Planning conditions or S106 agreements for developments in all other settlements will incorporate local connection cascades aligned with the Councils’ housing allocation policy.

4.26 Planning conditions or S106 agreements will also include mechanisms to ensure that affordable housing is provided in the long-term, other than where primary legislative rights (for example statutory Rights to Acquire or to progress to outright ownership) prevent such certainty.

4.27 Affordable housing resulting from this policy should include provisions to remain at an affordable price for future eligible householders. Where it is necessary to include provisions which could result in the loss of any designated affordable housing in the future, robust mechanisms will be imposed ensuring that any subsidy and accrued benefit arising from the policy will be recycled for alternative affordable housing provision.

4.28 Policy Delivery Requirements (Subject to the Practice Note on Thresholds)

4.29 *“On sites resulting in a net increase of 1 to 4 dwellings the Councils will accept onsite affordable housing provision in accordance with the Policy Percentage Requirements and Affordable Housing Requirements or a financial contribution in lieu of onsite affordable housing, calculated in accordance with the Commuted Sum Methodology. (LN3)”*

4.30 *“On sites resulting in a net increase of 5 to 14 dwellings...where [onsite affordable housing] is not possible or at the Councils discretion, a financial contribution [in lieu of onsite affordable housing] will be acceptable.... (LN3)”*

4.31 *“On sites resulting in a net increase of 15 or more dwellings....provision should be onsite, but where [onsite provision] is not possible, off-site provision on an alternative site may be acceptable. If an alternative site is not available, a financial contribution will be acceptable....” (LN3)*

4.32 Where developments result in a net increase of between 5 and 14 dwellings, affordable housing provision will normally be required onsite. Under exceptional circumstances, where it has been demonstrated to the Councils satisfaction (where appropriate providing supporting and independently verified evidence) that affordable housing cannot be incorporated or delivered onsite, a financial contribution in lieu of onsite affordable housing will be accepted, calculated in accordance with the Commuted Sum Methodology (chapter 9).

4.33 Alternatively, where developments result in a net increase of between 5 and 14 dwellings, the Councils may, at their discretion, choose to accept an offsite financial contribution in lieu of onsite affordable housing, calculated in accordance with the Commuted Sum Methodology (chapter 9).

4.34 Where developments result in a net increase of 15 or more dwellings, affordable housing provision will normally be required onsite. However under exceptional circumstances, where appropriate evidence has demonstrated to the Councils satisfaction that affordable housing cannot be incorporated or delivered onsite, off-site provision on an alternative site may be acceptable.

4.35 ‘Alternative’ site affordable housing proposals will be required to meet all of the standards associated with onsite provision, and to fulfill both the policy percentage arising from the originating site, and any policy requirements arising from the alternative site.

4.36 Confirmation of land-ownership, planning consent and any necessary delivery mechanisms will be required to ensure the certain delivery of affordable housing on the alternative site, concurrent with development and occupation of dwellings on the originating site.

4.37 Under exceptional circumstances, where it has been demonstrated to the Councils' satisfaction (where appropriate providing supporting and independently verified evidence) that affordable housing cannot be incorporated or delivered onsite, **and** certain and deliverable alternative offsite provision is not available, then a financial contribution in lieu of onsite affordable housing may be accepted, calculated in accordance with the Commuted Sum Methodology (chapter 9).

4.38 ***“Financial contributions should be of equivalent value to on-site provision calculated in accordance with the Commuted Sum Methodology” (LN3)***

4.39 Financial contributions in lieu of 'on-site' affordable housing will be calculated on an equivalence basis, i.e., the financial contribution will be the value of private subsidy the applicant, land-owner or developer would have been required to make, had the affordable housing been provided on site. It will be calculated in accordance with the Commuted Sum Methodology, as periodically updated (See chapter 9).

4.40 In the event that a financial contribution in lieu of 'onsite' affordable housing and calculated in accordance with the Commuted Sum Methodology would render an otherwise policy compliant development proposal economically unviable, evidence should be presented in accordance with the negotiation process (see chapter 7).

4.41 **Meeting needs for supported or specially adapted housing**

4.42 ***“Where developments are required to provide 10 or more affordable homes, 10% of the affordable housing element should be planned for households requiring specially adapted or supported housing” (LN3)***

4.43 Subsidised affordable housing is required to meet a range of needs and although many households simply require 'general need' accommodation, others require specialised housing, or support services to address specific needs.

4.44 In some cases minor adaptations to standard housing can be enough to appropriately meet need, and mobile support services can enable vulnerable households to live independently, dispersed within communities.

4.45 However, some vulnerable people require specifically designed housing or single storey accommodation, whilst others are best served through small or large residential schemes or “cluster flats” grouped together to achieve independent living with neighbourly support.

4.46 Given the priority associated with these clients groups, future developments providing 10 or more affordable homes, will be expected to incorporate a minimum of 10% for vulnerable households that require specially adapted or supported housing.

4.47 Where small scale developments result in limited numbers of special need affordable homes (1 to 3 homes), it may be appropriate to meet the requirement by incorporating Accessible and Adaptable Dwellings (Building Regulations 2010 M4(2) Category 2) that may be further adapted to the needs of particular households. Within larger developments and newly forming communities, the policy will ensure that openings to integrate housing and accommodation schemes for specific client groups are considered at design stage.

4.48 *“However, if a requirement for specialised affordable housing (or a viable delivery mechanism) cannot be demonstrated by the council at the point of submitting a planning application, the quota shall revert to 100% general need affordable housing” (LN3).*

4.49 *“Under no circumstances will the financial consequences of including 10% adapted or supported housing result in a greater cost to the development than would arise through an acceptable, viable and proportionate mix of general need affordable housing” (LN3).*

4.50 Where robust evidence demonstrates that incorporating an element of special need affordable housing would require greater private subsidy than ‘general need’ provision, adjustments will be made to ensure that the overall subsidy consequences of meeting policy requirements do not exceed the costs of providing an otherwise acceptable and viable form of ‘general need’ provision.

5 Policy LN4 Affordable Housing Exception Sites

5.1 Introduction

5.2 Affordable Housing Exception Sites are permitted in locations that would otherwise be unacceptable for market housing - permission is only granted because the development will specifically enable the meeting of locally identified housing need in perpetuity.

5.3 Robust long-term arrangements are required to manage and control exception sites through a S106 agreement between the Council and an appropriate “Approved Provider”, usually a Registered Provider or a formally constituted Community Land Trust.

5.4 *“Exceptionally land adjoining or very close to the defined rural and urban settlements which would otherwise be considered inappropriate for development may be developed to facilitate affordable housing...”*

5.5 This policy sets out the principles and mechanisms for establishing the exceptional circumstances that allow for the provision of small sites for affordable housing in perpetuity in rural areas where development would otherwise be contrary to policy.

5.6 Such sites should only be permissible where resultant development enables local community housing needs to be met for households who are either current residents or have an existing family or employment connection. Appropriate measures will be included within a S106 Agreement to restrict the occupation of affordable housing on exception sites.

5.7 Exception site proposals will only be supported where they are adjoining or very close to the listed settlements. Sites must be appropriate and selected as the preferred and deliverable option following an evidenced scoping exercise and sequential test of potential sites capable of meeting the locally identified need. Evidence of site investigations will form an expected part of the Planning justification process, usually carried out in partnership with parish councils, community bodies and local landowners.

5.8 A central enabling feature for exception-site development is the constrained land value that results from affordable housing usage, when open market land values would render subsidised housing undeliverable and financially unviable. Given the increasing difficulty in securing public subsidy for such schemes, the successful delivery of affordable housing is likely to depend upon very low land values - as close as possible to agricultural values.

5.9 *“...in perpetuity, provided that secure arrangements are included to ensure that its benefits will be enjoyed by successive as well as initial occupiers”*

5.10 Types and models of affordable housing will only be accepted in accordance with the Council’s Affordable Housing definitions or, exceptionally, if approved by the Council as part of the planning process. The details of tenure and operating mechanisms will need to be defined within the legal planning agreement. The affordable housing provision and occupation conditions will be required in perpetuity, benefiting the first and all subsequent occupiers, save only for any primary legislative rights or where Mortgagee in Possession risks have been mitigated either by the Homes and Communities Agency or through special arrangements with the Councils.

5.11 *“The proposed development would provide a mix of housing and type which meets demonstrated local housing needs”*

5.12 The type and tenure of affordable housing to be provided on exception sites must address demonstrated local community housing need identified through up to date parish need surveys or research using methodologies supported by the Local Planning Authority. Such research should normally be undertaken in partnership with the local community and the appropriate Parish Council or Parish Group.

5.13 In the context of exception site policy, “local” refers to those households with a local connection to the parish or community, as defined by the Council and including:-

- Being permanently resident therein for at least four years immediately prior to such occupation
- Having currently resident close relatives (i.e. parents, children, brother or sister) who have lived therein for at least four years
- Having permanent employment and having been employed therein for at least 12 months prior to such occupation
- Other special circumstances which create a link to the given parish (not including resident in a hospital, armed forces accommodation, holiday let, or prison) such special circumstances having first been verified and approved by the Borough/District Council

5.14 However if there are no local households in housing need and with a local connection to the parish or community when an exceptions dwelling becomes available, a S106 cascade approach will be permitted, meaning that the geographical area of the search can be gradually widened over time to prevent prolonged voids, when proactive marketing activity has been demonstrated.

5.15 *“The development is small scale and reflects the setting, form and character of the settlement and the surrounding landscape.”*

5.16 For the purposes of this policy ‘small scale’ usually means a scheme of no more than 10 dwellings. Exception site proposals must relate to the local needs of the settlement and its hinterland. Where proposed sites form part of a parish group, housing need arising within all parishes within the group may be included and if a settlement bridges more than one parish, both may be included as part of the justification.

5.17 For all exception sites, construction, materials, and external finishes should be sympathetic to those in use locally. ‘Off the peg’ standard house types will not be acceptable, instead requiring design elements that reflect the sites unique context.

6 Policy LN6 Housing and Accommodation Proposals for Vulnerable People

6.1 In order to meet the current and future housing needs of Christchurch and East Dorset, specialised private and affordable developments are needed to serve and support people who are vulnerable as a result of physical or mental health conditions, or who will need such accommodation as they become older and frail.

6.2 Whether serving open market or affordable sectors, such developments can fall into one of two planning use class categories (although some schemes include elements of both): Category C2 schemes – usually designated care homes where residents do not live independently, or within general Category C3 dwellings where residents live independently although they may benefit from some support or warden services.

6.3 In recent years, local factors have contributed to significant growth in the private care home and sheltered housing sectors of both Christchurch and East Dorset:-

- the demographic make-up and the ageing population;
- the relative affluence of local households (as evidenced by exceptionally high levels of owner-occupation and average house-prices);
- the impact of heathland constraints that apply to C3 residential dwellings but do not apply to C2 Care Home schemes.

6.4 As this policy replaces existing requirements associated with ‘special need’ developments in Christchurch and East Dorset, attention is drawn to changes in approach for category C2 and C3 proposals, and where these are subject to affordable housing policy LN3.

6.5 Category C2 health and care related development proposals

6.6 *“New social, care or health related development proposals, or major extensions to existing developments, within the C2 use classification will not be subject to Policy LN3 however they will be required to demonstrate that any impacts upon, or risks to, the strategic aims and objectives of Dorset County Council and NHS Dorset health and social care services have been taken into account and mitigated against”.*

6.7 C2 category accommodation will be exempt from affordable housing contributions however it will be necessary to demonstrate that proposals meet demonstrable local need and demand (in accordance with General Policy LN1 requirements).

6.8 It will also be necessary to demonstrate that in preparing proposals, applicants have fully considered and mitigated any risks that new developments might impose upon statutory health and social care services, and that developments will not be in conflict with the strategic aims and objectives of Dorset County Council and NHS Dorset.

6.9 Category C3 residential development proposals for older and vulnerable people

6.10 ***“All other residential development proposals for older and vulnerable people... must meet the requirements of policy LN3.....through a commuted sum contribution...unless onsite provision and delivery mechanisms have the prior approval of the Council and Dorset County Council”.***

6.11 Unless arrangements have previously been agreed for onsite affordable housing provision, all category C3 specialist developments for older and vulnerable people where occupation is to be restricted (including sheltered housing, assisted-living and extra-care schemes) will be required to make a commuted-sum financial contribution towards affordable housing, in accordance with the requirements of policy LN3 and calculated in accordance with Commuted Sum Methodology, subject to economic viability (see chapter 9).

6.12 Where special need proposals come forward incorporating onsite affordable housing provision, proposals must have been designed and commissioned in partnership with the Council and Dorset County Council, the body with statutory primary responsibility for older and vulnerable people.

7 Negotiating

7.1 General guidance

7.2 Housing and affordable housing requirements will be negotiable to ensure that public policy interests are balanced with the importance of achieving housing delivery and growth. Applicants seeking to provide less than the policy compliant proportion and mix of affordable housing must expect to provide evidence demonstrating why it would not be possible to meet the Councils aspirations and how alternative proposals still optimise the scope to meet local need and demand, whilst achieving sustainable development.

7.3 Evidence that is used to support such negotiations must be objectively prepared and capable of withstanding independent expert scrutiny.

7.4 Primary negotiating issues are likely to include the type, size and mix of ‘appropriate’ market housing and the type, size and mix, as well as the quantity, of subsidised affordable housing and the degree to which market and affordable elements are integrated.

7.5 **It is essential that applicants discuss housing proposals and the issue of affordable housing with the Councils well in advance of an application being submitted to ensure that issues are properly addressed, that proposals are supported by evidence and that the most appropriate provision is being made.** (N.B. The relevant requirements of the Housing and Affordable Housing SPD will form part of the Planning Application validation checklist).

7.6 Concept stage

7.7 Design proposals and development options should be prepared to address local housing need and demand, taking the full impact of affordable housing policy and prevailing housing need evidence into account.

7.8 Outline Planning Application

7.9 At pre-application stage for outline planning proposals, applicants should expect to confirm how appropriate market housing requirements have been taken into account, and the how headline affordable housing policies will be met

7.10 Subsequent legal planning agreements for outline approval will require explicit commitments concerning the percentage and tenure of affordable housing, with detail to be agreed at reserved matters stage.

7.11 At planning application stage, submissions should include a Housing Statement confirming commitments regarding headline affordable housing provision (percentage, size, type and tenure mix); details of any previously agreed or negotiated principles; and any associated evidence supporting deviations from policy requirements).

7.12 The Housing Statement must also acknowledge that the final market housing mix and arrangements to integrate market and affordable housing will be subject to agreement at Reserved Matters.

7.13 Full Planning Application

7.14 At pre-application stage applicants should expect to confirm how an emerging proposal will address appropriate market housing requirements and how detailed affordable housing policy requirements will be met.

7.15 At planning application stage, proposals must include a Housing Statement confirming the extent to which the proposal meets local need and demand for market and affordable housing, any previously agreed or negotiated principles and any associated evidence supporting a deviation from policy requirements.

7.16 Full and reserved matters planning applications must also incorporate a detailed Housing Mix Schedule including the type and size (GIFA) of market housing and the type, size (GIFA), tenure and proposed delivery vehicle for affordable housing

7.17 Housing Statement

7.18 Every Planning Application for residential development use classes C2 and C3 will require a Housing Statement. The statement should:-

- Confirm how a development proposal has been designed taking Core Strategy Objective Five housing need and community principles into consideration.
- Incorporate any supplemental housing need and demand evidence,
- Include references to appended confidential economic viability reports
- Confirm any guidance that has been given by planning or housing officers

- Set out any associated negotiations and evidence concerning physical or financial factors that have constrained the ability to meet Objective Five aims
- Incorporate any other relevant information or expert advice that has shaped the housing and affordable housing elements proposal presently under consideration.

7.19 Housing Statements for outline planning applications must, as a minimum, confirm the agreed percentage proportion of affordable housing provision and the accepted tenure split between forms of Rented and Intermediate Housing for inclusion with the associated legal planning agreement. In addition the statement must also acknowledge that the final market and affordable housing mix and integration arrangements will remain a matter for negotiation and agreement at reserved matters stage.

7.20 Housing Statements for reserved matters and full planning applications will be expected to include a Housing Mix Schedule:-

7.21 Housing Mix Schedule

7.22 Housing Mix Schedule will set out the following information for each unit:-

- **Market and Affordable:**
 - Size and space standards including the number of bed-spaces, the number of bedrooms and the GIFA
 - Typography confirming the type of unit (House, Bungalow, Flat, Detached, Semi-Detached, Terrace, Ground Floor, 1/2/3rd floor).
- **Market housing:**
 - Whether occupation is to be restricted in any way to serve a specialised client group
- **Affordable housing:**
 - The proposed tenure for each affordable housing unit (including any units designated for supported housing/special need housing).
 - The proposed layout of the scheme identifying market and affordable plots, and showing integration and clustering.
 - Any other relevant technical design information for each dwelling e.g. homes that incorporate innovative construction and/or discretionary energy efficiency measures; homes achieving Building Regs 2010 Part M (2016) standards.

7.23 The Council will assess the Housing Statement and how well the proposal meets local housing need and demand, outcomes in terms of community benefit and sustainable development, and any mitigating evidence. If viability evidence associated with a reduced affordable housing offer has not previously been submitted and considered, appropriate expert advice will be sought if necessary.

7.24 The appraisal will evaluate how effectively the development proposal has met, and optimised the scope to meet, Core Strategy (Objective Five) and NPPF principles including:-

- How effectively have local needs and demands been met?
- Have opportunities to mix communities and integrate market and affordable housing been optimised?
- Have affordable housing policy requirements been met in full, and if not, have they been optimised?
- Where policy requirements have not been met in full, or alternative proposals have been submitted, have variations been supported by robust evidence and justifications?
- Do the sizes and types of dwellings (both open market and affordable) reflect current and projected local need through the Strategic Housing Market Assessment?
- Has the proposal optimised the scope to meet different needs within the community and people's needs at all stages of life?
- How effectively have opportunities been taken to deliver a wide choice of high quality homes, widen opportunities for home ownership and create sustainable, inclusive and mixed communities?
- To what extent the proposed development will reduce local needs whilst maintaining the character of the local community?

7.25 The appraisal process will take mitigating market and site/design specific factors into account and the impact that any imposed constraints on mix, layout or density might have on development value, viability, and acceptable returns for landowners and developers.

7.26 It will be necessary to demonstrate how proposals have evolved, and where they do not fully accord with Core Strategy Objective Five principles, to provide evidence of any guidance or negotiations with the Council prior to submitting the proposal.

7.27 Primary Negotiation Principles:

7.28 Affordable Housing Policy: Development Eligibility (Existing Use Value/Residual Land Value)

7.29 To bring forward previously developed land for residential development, landowners must achieve an acceptable return over Existing Use Value (EUV). Viability guidance commissioned by Christchurch and East Dorset Councils in 2017 confirms the principle that landowners will tend to seek an uplift above EUV to incentivise them to bring forward land for development (Valuation Office Agency, 2017 See Appendix 1).

7.30 Affordable housing requirements (onsite or financial contributions) may therefore be waived when verifiable economic viability evidence proves that Residual Development Value (RDV) for a policy compliant scheme (including affordable housing) would result in a land-owner return that does not provide sufficient incentive above Existing Use Value. The appropriate percentage uplift on EUV will be assessed by the Council's independent viability consultants taking into account market conditions at the time of the viability assessment.

7.31 Economic viability evidence supporting an adjustment in affordable housing policy will be required as part of the formal planning process. In accordance with the adopted viability procedure, all costs for external viability assessment to test the applicant's viability appraisal submission must be met in full by planning applicants.

7.32 Affordable Housing Negotiations: Quantity, type and tenure

7.33 The Councils affordable housing policy has been adopted to optimise the delivery of affordable homes through onsite provision or the use of financial contributions, to meet identified housing need.

7.34 It is recognised that some development proposals may not be able to incorporate standard policy requirements and that local needs can sometimes be appropriately met through alternative 'offers' that do not directly align with standard requirements. The Councils will negotiate over individual development proposals and recognise that flexibility is necessary, however, any departure from standard policy requirements must be justified through appropriate and robust sources of evidence:-

7.35 Variations due to financial viability constraints must be supported by development appraisals carried out in accordance with the verification process (see chapter 9).

7.36 Sensitivity analysis within development appraisals must include modelling based on meeting core policy requirements (to prove why standard requirements cannot be met).

7.37 Proposals to provide alternative types or tenures of affordable housing must be supported by the councils.

7.38 Proposals to provide alternative types or tenures of affordable housing due to design or site constraints must include evidence that alternative development concepts were either unviable or non-deliverable.

8 Viability

8.1 To ensure that development is sustainable Local Planning Authorities are permitted to define local standards, including affordable housing, in Local Plans. However, the cumulative impact of such standards should not be so onerous as to undermine delivery of the plan and put it at serious risk when added to national standards. In the formation of policies and the delivery of planning decisions, Local Planning Authorities must therefore take the cost impact of meeting local standards on financial viability into account.

8.2 In both plan-making and operational contexts, financial development viability is determined by deducting the costs of development from gross development value, whilst allowing a sufficient margin of return for a landowner and developer that will enable development to proceed. At policy-making level, viability testing is likely to involve broad cost indicators and valuation assumptions to safely cover a range of possible development scenarios. However when individual development proposals are being considered, viability assessments require the most accurately known site specific details on income and expenditure.

8.3 In simple terms when gross development value exceeds the costs of development, including a sufficient margin of return for a landowner and developer to enable a development to proceed, a scheme can be deemed economically viable.

8.4 Although founded upon a straight forward formula, the nature of development, and the diversity of values and construction variables involved, means that expert knowledge and skills are required to produce a robust viability assessment. Equally expert skills are needed to judge the reasonableness and accuracy of such assessments; where the vast number of elements and frequently high values means that relatively marginal misjudgements can result in substantial cumulative errors.

8.5 Principles and Process

8.6 Commercially sensitive information provided as part of viability assessments will be treated confidentially, however, to ensure that documents and data are exempt from Freedom of Information restrictions, applicants **MUST** identify all papers that are to be treated as confidential and actively advise the Council as such.

8.7 Viability assessments to be submitted as evidence in negotiations must be prepared to be capable of independent expert verification, carried out by a qualified (RICS) surveyor/valuer. Any abnormal or exceptional development costs should be supported with robust and costed specialist reports and technical data, capable of expert verification.

8.8 Where required, and at the Councils' discretion, independent qualified RICS surveyor/valuers with specialist skills will be appointed to investigate submitted viability assessments. Any expenditure incurred by the Councils in carrying out external verification of financial viability appraisals and assessing evidence must be reimbursed by the Applicant and a written cost under-taking will be required prior to instructions being issued. Information and reports subsequently provided as part of the external verification process will be shared with applicants.

8.9 To ensure value-for-money and the meeting of due diligence obligations, the Councils will procure viability assessment services from appropriately qualified consultants in accordance with the Councils' Procurement policy.

8.10 Where advice or reports result in conflicts of expert opinion, in turn necessitating additional professional fees, supplemental undertakings to reimburse the Council will be sought as necessary. Where there is a dispute between the Council and the applicant about the conclusions of an assessment, the matter will be referred to an independent arbitrator (in accordance with RICS guidance).

8.11 Where financial viability evidence concludes that it is not possible to meet the relevant affordable housing targets required under Policy LN3, the associated S106 Agreement may include provisions for a viability and affordable housing review, if development has not commenced or reached a specified stage within a specified time period.

8.12 On large scale phased developments S106 legal agreements will include provisions for further viability assessment to be carried out part way through the development and any change in financial viability to be reflected in revised affordable housing contributions either on-site or as financial contributions.

8.13 **Viability assessments will be expected to follow the RICS Guidance note Financial Viability in Planning (GN94/2012) or any subsequent RICS updates.** Developer submissions should employ well-established Development Appraisal Toolkits.

9 Financial Contributions

9.1 Commuted sum payments in lieu of onsite affordable housing provision may be accepted where it can be demonstrated that design constraints or other justifiable factors make it impossible to provide deliverable affordable housing onsite or where occupation is to be restricted to serve special need client groups in perpetuity.

9.2 Both onsite provision and offsite financial contributions are subject to economic viability testing in accordance with the adopted negotiation procedure (chapter 7). If it can be demonstrated that meeting a commuted-sum requirement in full would render a development unviable, negotiated adjustments and reductions will be permissible to ensure competitive returns to a willing land owner and willing developer to enable the development to be viable and deliverable.

9.3 Adopted methodology

9.4 As part of independent research into CIL viability testing in 2012/13, Peter Brett Associates (PBA) advised the Councils on an appropriate mechanism to calculate off-site financial contributions in lieu of onsite affordable housing. In accordance with NPPF guidance, the model would need to secure broadly equivalent financial contributions to the cost of providing onsite affordable housing and to align with CIL principles, be calculated on a square metre basis of Gross Internal Floor Area (GIFA).

9.5 Applying the same tests and development typographies that informed the proposed CIL charging schedule, PBA confirmed that at baseline viability a single 'per square metre' contribution rate should be levied across Christchurch and East Dorset of between £350 and £400 of total GIFA. (See PBA Affordable Housing Report at Appendix 2).

9.6 Therefore taking viability and present day market conditions into consideration, a rate of £350 per square metre has been adopted. However with direct connection to the CIL charging schedule and the CIL evidence base, the affordable housing financial contribution rate will remain subject to review.

9.7 Calculating financial contributions

9.8 Gross financial contributions will be calculated at the rate of £350 per square metre of the total Gross Internal Floor Area (as defined by Royal Institute of Chartered Surveyors guidance).

9.9 Example

9.10 An eligible development comprises 2 x market houses @ 100 square metres GIFA and 2 x market houses @ 85 square metres GIFA.

9.11 Total GIFA = 370 Square Metres x £350 = £129,500 financial contribution in lieu of onsite affordable housing.

9.12 Calculating Partial financial contributions

9.13 A partial financial contribution may be required where viability assessment has demonstrated that the scheme will deliver a surplus above the benchmark land value (i.e. EUV plus uplift at the % current in the market) but does not result in an amount equivalent to the above calculation. In such cases the amount above benchmark value will be the amount to be secured as financial contribution through a legal agreement.

9.14 Spending Financial Contributions

9.15 Offsite financial contributions for affordable housing will be 100% ring-fenced for housing capital expenditure that results in housing needs being met within the respective Borough or District in which the commuted sum payment was collected. This may include general needs or specialist affordable housing and temporary accommodation for homeless households.

9.16 The allocation and expenditure of commuted-sum payments will be agreed and authorised by an appropriate Council Committee who will take into account

- Value for money achieved;
- That where possible proposed forms of spending will result in preserved subsidised affordable housing in perpetuity or the recycling of capital subsidy and associated financial gain, should any of the subsidised affordable housing be lost to the open market.

1 Appendix 1 - Valuation Office Agency Report on EUV Uplift 2017



Private and Confidential
Not For Publication

Bryony Stevens
Housing Development Officer
Christchurch and East Dorset Councils
Council Offices
Furzehill
Wimborne
BH21 4HN

Oxford Valuation Office
4400 Nash Court
Oxford Business Park South
Oxford
Oxfordshire OX4 2RU

Our Reference: 1626635
Your Reference: BS

Please ask for : Tony Williams
Tel : 03000 506355
Mobile : 07867 502904
E Mail : tony.williams@voa.gsi.gov.uk

Date : 17 October 2017

Dear Bryony

Review of Existing Use Values in respect of Housing and Affordable Housing SPD

I refer to your formal instructions to carry out a review and provide an advice note in respect of the use of Existing use Value uplifts in your Housing and Affordable Housing SPD. We have now completed our own research and would report as follows:

The principal objective of our Brief and the subject of this report are to provide advice to the Councils of Christchurch and East Dorset in respect of the use of Existing Use Value plus an uplift as a threshold in determining viability assessments of development sites.

Background:

Christchurch and East Dorset Councils Housing and Affordable Housing Supplementary Planning Document adopted in April 2014 was produced to expand upon housing and affordable housing policies set out in the Core Strategy and under section 7 'Negotiating' guidance and requirements was provided as follows:

7.17 – To bring forward previously developed land for residential development, landowners must achieve an acceptable return over Existing Use Value (EUV). Viability guidance provided to both Christchurch and East Dorset in 2010 (Three Dragons) indicated landowners were then seeking an uplift of 120% to 130% of EUV.

7.18 – Incorporating an additional 10% buffer, affordable housing requirements (onsite or financial contributions) will therefore be reduced or waived as appropriate when verifiable economic viability evidence proves that Residual Development Value (RDV) for a fully policy compliant scheme would result in a landowner return of less than 140% of Existing Use Value.

The uplift as proposed by Three Dragons in their 2010 reports was considered under their study methodology and was the landowner's expectation on brownfield sites of an uplift of 20% - 30% in value.

We are advised by the Council that by allowing up to 40% uplift on the EUV to bring a site forward for development is reducing their ability to demonstrate viability for affordable housing contributions on brownfield sites.

The basis of assessing viability is provided in a number of National guidance documents but in simplistic terms is:

Total Development Value

Less

Total Development Costs

Equals

Residual Land Value.

In order to determine the viability of any development site the residual land value (The amount that a specific scheme can afford to pay for the site) needs to be compared to a site value. The issue is: - What is the site value for a brown field site for assessment purposes.

The National Planning Policy Framework (NPPF) states in paragraph 173 that to ensure viability, the costs of any requirements likely to be applied to development, such as requirements for affordable housing, standards, infrastructure contributions or other requirements should, when taking account of the normal cost of development and mitigation, **provide competitive returns to a willing land owner** and willing developer to enable the development to be deliverable.

Viability Guidance:

There are various forms of national planning guidance that assist in viability and the determination of Land Value and the key ones are as follows-

- 1) Planning Practice Guidance (March 2014)
- 2) Financial Viability in Planning – RICS Professional Guidance note (August 2012)
- 3) Viability Testing Local Plans – Local Housing Delivery Group chaired by Sir John Harman (June 2012)

Planning Practice Guidance (PPG) is from the Department for Communities and Local Government and provides guidance in respect of NPPF and what it expects on viability in planning. PPG clearly states that there is no single approach for assessing viability.

However in respect of Land Value it states that:

Central to the consideration of viability is the assessment of land or site value. The most appropriate way to assess land or site value will vary but there are common principles which should be reflected. In all cases, estimated land or site value should:

- Reflect emerging policy requirements and planning obligations and, where applicable, any Community Infrastructure Levy charge;
- Provide a competitive return to willing developers and landowners (including equity resulting from those building their own homes); and
- Be informed by comparable, market based evidence wherever possible. Where transacted bids are significantly above the market norm, they should not be used as part of this exercise.

In respect of a Competitive return to land owners it states that:

A competitive return for the landowner is the price at which a reasonable land owner would be willing to sell their site for development. **The price will need to provide an incentive for the landowner to sell in comparison with the other options available.** Those options may include the current use value of the land or its value for a realistic alternative use that complies with planning policy.

Financial Viability in Planning (FVP) is an RICS Professional Guidance note and is recommended good practice for RICS members and financial viability for planning purposes is defined as follows:

An objective financial viability test of the ability of a development project to meet its costs including the cost of planning obligations, whilst ensuring an appropriate Site Value for the landowner and a market risk adjusted return to the developer in delivering that project.

In addition it goes on to provide a definition of site value as follows:

Site Value either as an input into a scheme specific appraisal or as a benchmark is defined as follows – Site Value should equate to the market value subject to the following assumption: that the value has regard to development plan policies and all material planning considerations and disregards that which is contrary to the development plan.

The assessment of Site Value with assumption is not straight forward but must, by definition, be at a level which makes a landowner willing to sell, as recognised by NPPF. Appropriate comparable evidence, even where this is limited, is important in establishing Site Value for scheme specific as well as area wide assessments.

FVP also comments on existing use value plus a premium. Used by some practitioners for establishing Site Value. The basis is as with EUV but then adds a premium (usually 10% to 40%) as an incentive for the landowner to sell. However, it does not reflect the market and is both arbitrary and inconsistent in practical application.

Viability Testing Local Plans (Harman Report) – This was provided as advice for planning practitioners in developing local plans. It also considers the Threshold Land Value which it suggests should represent the value at which a typical willing landowner is likely to release land for development. It advises that there are different approaches to Threshold Land Value including

- Current Use Value with or without a premium
- Apportioned percentages of uplift from current use value to residual value
- Proportion of development value
- Comparison with other similar sites (market value)

The Harman report recommends that the Threshold Land Value is based on a premium over current use values and credible alternative use values. The precise figure should be determined locally but it should represent a sufficient premium to persuade landowners to sell in line with NPPF.

Other Factors/Evidence to be taken into account:

In addition to papers on viability guidance there are various planning appeal decisions/local plan examination and other Council SPD's as follows:

There are a number of appeal decisions that take into account the EUV of a site and then add a premium of 15% to 30% with the average at approx 20% and have been used in a large number of viability assessments that we have been involved in including:

- Ref: APP/A5840/S/15/3121484 – Land at 2-2A Crystal Palace Road, East Dulwich, London – In this appeal the inspector took account of DCLG guidance of allowing for a competitive return to the landowner and agreed that a landowner's premium of 20% was reasonable.

- Ref: APP/P5870/W/16/3159137 – The Thatched House Hotel, 135-139 Cheam Road, 133 Cheam Road, Cheam, Sutton – In this appeal the parties agree the threshold land value of EUV plus 20% premium as an incentive for the land owner to sell for 133 Cheam Rd. The Inspector taking into account PPG, RICS guidance and the Mayor of London's Housing SPG is of the view that there has to be a premium above the EUV to provide a competitive return to incentivise the landowner and accepts EUV plus 20% for both landholdings.

This was taken further in the Shinfield Appeal decision in 2013 which determined that the threshold land value should be the uplift in value from planning permission for Alternative Use split 50/50 between the Landowner and the community.

In the case of Parkhurst Road Limited v London Borough of Islington April 2017 Ref: APP/V5570/W/16/3151698 the inspector agreed with the Councils approach of EUV plus a premium methodology.

This is supported by the Mayor of London's Housing SPG March 2016 which expressed a concern that using a market value approach risks importing individual features and circumstances from other sites that may have a greater number of constraints etc.

It states that on balance the Mayor has found that the 'Existing Use Value plus' approach is generally most appropriate for planning purposes, not least because of the way it can be used to address the need to ensure that development is sustainable in terms of NPPF and Local Plan requirements. The 'plus' element will vary on a case by case basis based on the circumstances of the site and policy requirements.

A 'Market Value' approach is only acceptable where, in line with the NPPG the value reflects all policy requirements and planning obligations and any CIL charges. If an 'Alternative Use Value' approach is used it must reflect policy requirements.

In addition various reports on viability for local plans testing have considered between 15% to 30% uplift in EUV as the threshold land value.

Evidence of Uplift in EUV for Brown Field development sites:

In addition to the various viability guidance, appeal decisions and other Council SPD's we have also undertaken research as to whether there is evidence of uplifts from EUV for development of brown field sites in the local area.

However there is limited comparable information in Dorset but that which exists shows that the current policy is excessive and the actual uplifts equate to no more than 20% and the average is lower.

General Comments and Recommendations:

We have undertaken research as to general land values for brown field development sites in the region and on the various methods of calculation of the threshold/benchmark land value (BLV) as detailed above.

In essence the two methods are Market Value (having regard to planning policies) or Existing Use Value plus.

In considering the latter it's quite clear that the plus element will depend on the site circumstances but as a minimum should reflect any additional costs of sale and relocation costs with a minimum uplift of in the region of 10%. I believe that 40% uplift as suggested by your housing SPD is excessive and taking account of various appeals decisions etc and our land value research in the region it would suggest an average of 20%.

If you go down this route it may be better to adopt the London Borough of Islington's and the Mayor of London's approach which is 'Existing Use Value plus' with the plus element not specified but dependent on the sites circumstances etc.

Whichever route you take it is important to allow for flexibility since each site is different and there is not one option fits all situation.

Taking account of the planning guidance, appeal decisions and other SPD's it may be best to just state that any viability assessment of a site should be judged against its **Threshold Land Value** but not state how this is calculated. However you could refer to the various approaches within the relevant guidance ie

- RICS – Market Value having regard to development plan policies and all other material planning considerations and disregards that which is contrary to the development plan
- Existing Use Value Plus.

I trust that this report covers the issues that you need considering but please contact me to discuss further with any queries etc.

General Information:

Status of Valuer

It is confirmed that the assessment has been carried out by Tony Williams BSc MRICS a RICS Registered Valuer, acting in the capacity of external valuer, who has the appropriate knowledge and skills and understanding necessary to undertake the assessment competently, and is in a position to provide an objective and unbiased assessment.

Conflict of Interest

Prior to undertaking this viability assessment, conflict of interest checks were carried out in accordance with the requirements of the RICS standards. I can confirm that we have not had any previous involvement with this site and that I am not aware of any conflicts of interest that affect my ability to provide impartial viability advice to the Council.

Restrictions on Disclosure and Publication

This report is provided for the use of the Council and their professional advisers only in connection with planning issues surrounding the above development proposal. It is not to be used or relied upon by any third party for any purposes whatsoever. The client will neither make available to any third party or reproduce the whole or any part of the report, nor make reference to it, in any publication without our prior written approval of the form and context in which such disclosure may be made. No liability whatsoever to any third party is accepted.

This report is considered Exempt Information within the terms of paragraph 9 of Schedule 12A to the Local Government Act 1972 (section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information Act 1985) as amended by the Local Government (access to Information) (Variation) Order 2006 and your council is expected to treat it accordingly.

Validity

This report remains valid for 3 (three) months from its date unless market circumstances change or further or better information comes to light, which would cause me to revise my opinion.

Following the referendum held on 23 June 2016 concerning the UK's membership of the EU, the impact to date on the many factors that historically have acted as drivers of the property investment and letting markets has generally been muted in most sectors and localities. The outlook nevertheless remains cautious for market activity over the coming months as work proceeds on negotiating detailed arrangements for EU exit and sudden fluctuations in value remaining possible. We would therefore recommend that any valuation is kept under regular review.

Yours sincerely

Tony Williams MRICS
Head of Viability (Technical)
DVS

Appendices

Appendix 1 - Appeal Ref: APP/A5840/S/15/3121484
Appendix 2 – Appeal Ref: APP/P58070/W/16/3159137
Appendix 3 – Appeal Ref: APPV5570/16/31581698

2 Appendix 2 - Definitions and Glossary

2.1 Appendix 2: Definitions and Glossary

2.2 Affordable Housing (NPPF 2018)

2.3 housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

2.4 a) Affordable housing for rent: meets all of the following conditions:

- (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable);
- (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and
- (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).

2.5 b) Starter homes: is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.

2.6 c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.

2.7 d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

2.8 Approved Provider (local)

2.9 Approved Provider means a Registered Provider of social rented housing or affordable rented housing (pursuant to Part 2 of the Housing and Regeneration Act 2008); or a provider of affordable housing (other than a Registered Provider, e.g. a Community Land Trust) approved by the Council for the purposes of owning, maintaining and managing affordable homes, having satisfactorily demonstrated that it has:-

- a. sufficient financial resources to show a reasonable prospect of being able to purchase the affordable homes and where appropriate maintain their fabric, and manage their occupancy, in the long term, and,

- a. adopted policies and procedures, as appropriate, concerning

2.10 (i)property management

2.11 (ii)repairs maintenance and insurance

2.12 (iii)tenant consultation and provision of information to tenants

2.13 (iv)rent collection and management of rent arrears

2.14 (v)resolution of disputes amongst tenants

2.15 (vi)equalities and the avoidance of discrimination

2.16 (vii)complaints procedure

2.17 (viii)membership of the Independent Housing Ombudsman scheme and action on the Ombudsman's decisions comparable to those which Registered Providers are required or expected to have in place in accordance with "A Regulatory Framework for social housing in England from April 2012" published by the Social Housing Regulator.

- a. has entered into a formal agreement with a Registered Provider for the management of affordable homes to the same standard as the Registered Provider's own properties on terms previously approved by the Council in writing

- a. robust formal and certain mechanisms to ensure that affordable housing remains affordable for future eligible households, or for subsidy – and any uplifted benefit arising from such subsidy – to be recycled for alternative affordable housing provision.

2.18 Eligible Household (Local)

2.19 A household currently occupying accommodation that is substandard or unsuitable for its requirements and which has an income that is too low to reasonably afford to buy or rent accommodation appropriate to their circumstances on the open market.

2.20 Eligible Local Household (Local)

2.21 Means an Eligible Household nominated by the Council or approved in writing by the Council (together with immediate family and dependents) who have a local connection to the Borough, District or Parish (as appropriate).

2.22 Greenfield Residential Development (not Previously Developed Land)

2.23 Greenfield residential development is development taking place on land that has never been built on or where the remains of any structure or activity have blended into the landscape over time. The definition includes private gardens.

2.24 Gross Internal Floor Area

2.25 For the purposes of this document GIFA should be calculated using the adopted RICS guidance, however, in general terms it is the area measured to the internal face of the perimeter wall for each floor level. It includes areas occupied by internal walls and partitions, columns, piers and other internal projections, internal balconies, stairwells, toilets, lift lobbies, fire corridors, atria measured at base level only, and covered plant rooms. It excludes the perimeter wall thickness and external projections, external balconies and external fire escapes.

2.26 Previously Developed Land (NPPF 2018)

2.27 Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any fixed surface infrastructure. This excludes: land that is or was last occupied by agriculture or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed structure have blended into the landscape.

2.28 Rural Exception Sites (NPPF 2018)

2.29 Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. A proportion of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

This page is intentionally left blank

FULL COUNCIL

11 December 2018

Alterations to the Schedule of Meetings 2018/2019

1. PURPOSE AND RECOMMENDATIONS

Report Type:	Public Report for Decision
Purpose of Report:	Members are asked to approve alterations to the Schedule of Meetings for 2018/2019 to take account of Local Government Reorganisation and the abolishment of Christchurch Borough Council from 1 April 2019, and confirm that the final Council meeting be recognised as the next suitable meeting to sign off the minutes of Committees.
Recommendations:	It is RECOMMENDED that: (a) the alterations to the schedule of meetings as set out in paragraph 3 to this report, be adopted; (b) any other meetings which are deemed to be no longer required due to lack of business be cancelled in consultation with the relevant Chairman; (c) the final meeting of the Council scheduled for 28 March 2019 (subject to the above schedule being approved) be recognised as the suitable meeting for the purposes of signing outstanding committee minutes as set out in paragraph 4 to this report; and (d) the Mayor shall agree the agenda for the 28 March 2019 meeting.
Wards:	Borough-wide
Contact Officer:	Sarah Culwick, Democratic Services Team Leader

2. BACKGROUND

- 2.1. The current schedule of meetings was agreed by Council on the 6 September 2016, prior to the decision in respect of Local Government Reorganisation.
- 2.2. From April 2019 Christchurch Borough Council will cease to exist, with this in mind and in order to deal with any business arising in the run up to April it is recommended that the Schedule of Committee Meetings for January to April 2019 be altered as set out in paragraph 3 below.
- 2.3. It is a requirement that the minutes of all Committee meetings are signed off by the Chairman of each Committee at the next suitable meeting, however as the Committees will have met for the final time and will require the minutes of these final meetings signing a different approach will need to be taken in order to ensure all outstanding minutes are signed. The proposed approach to deal with these final sets of minutes is set out in paragraph 4 below.

3. SCHEDULE OF MEETINGS FOR 2018/2019

3.1.

Date	Time	Meeting	Existing/ amended/ new ?
January 2019			
Wednesday 16 January	6.00pm	Resources Committee	Existing
Thursday 17 January	6.00pm	Planning Committee	Existing
Wednesday 23 January	6.00pm	Community Committee	Existing
Tuesday 29 January	6.00pm	Scrutiny and Policy Overview Committee	Existing
February 2019			
Wednesday 6 February	6.00pm	Resources Committee	Existing
Monday 11 February	6.00pm	Licensing Committee	Existing
Thursday 14 February	6.00pm	Planning Committee	Existing
Tuesday 19 February	6.00pm	Full Council	Existing
March 2019			
Tuesday 5 March	6.00pm	Scrutiny and Policy Overview Committee	Existing
Wednesday 13 March	6.00pm	Resources Committee	Existing
Thursday 14 March	6.00pm	Planning Committee	New
Wednesday 20 March	6.30pm	Joint Audit Committee	Existing
Thursday 21 March	6.00pm	Planning Committee	New
Wednesday 27 March	6.00pm	Community Committee	Cancelled
Thursday 28 March	6.00pm	Full Council	New

3.2. The Community Committee meeting scheduled for the 27 March 2019 is too close to the 1 April date, and it is therefore suggested that this be cancelled and should the Community Committee require a meeting following the scheduled meeting of 23 January 2019.

3.3. All Christchurch Borough Council committee meetings scheduled following the 28 March 2019 Council date be cancelled.

4. SIGNING OF COMMITTEE MINUTES

4.1. The Local Government Act 1972 paragraph 41 requires that the proceedings of a meeting of a local authority shall be entered in a book kept for that purpose and shall be signed at the same or next suitable meeting by the person presiding thereat.

4.2. The Act goes on to say that the next suitable meeting of a local authority is their next following meeting or, where standing orders made by the authority in accordance with regulations under section 20 of the Local Government and

Housing Act 1989 provide for another meeting of the authority to be regarded as suitable, either the next following meeting of that other meeting.

- 4.3. The Christchurch Borough Council Constitution Part 4 paragraph 17 states that the Chairman will sign the minutes of the proceedings at the next suitable meeting. It is suggested that in relation to the minutes of all of the final meetings that the Council meeting of Monday 28 March 2019 in this instance be deemed as the next suitable meeting, and that all outstanding minutes not previously agreed are agreed at this meeting in line with paragraphs 4.1. and 4.2 above and the Councils Constitution.
- 4.4. In addition it will be necessary for the minutes of the final Council meeting (Thursday 28 March 2019) to be signed at that same meeting, provision for which is explained in paragraph 4.1 above. In this regard it will be necessary to keep the meeting well-structured to ensure the Minutes can be prepared and signed off immediately at the end of the meeting. The Mayor shall agree the agenda for the meeting.

5. IMPLICATIONS

Corporate Plan & Council Objectives

- 5.1. The matter under consideration impacts upon the Corporate Plan in the following areas:-
 - EC1 - Focus on collaboration and partnership in the delivery of services

Legal

- 5.2. The Council is required to publish a schedule of meetings and a forward plan of forthcoming key decisions.

Environmental

- 5.3. There are no environmental implications arising from this report.

Financial and Risk

- 5.4. The proposed schedule of meetings is based upon the existing timetable with the addition of two meetings and the subsequent costs associated with the setting up of the additional meetings.

Equalities

- 5.5. There are no equality implications arising directly from this report.

Consultation and Engagement

- 5.6. There has been no consultation and/or community engagement undertaken in the preparation of this report.

6. CONCLUSION

- 6.1. It is necessary to amend the schedule of committee meetings to take account of the abolishment of Christchurch Borough Council on 1 April 2019 due to Local Government Reorganisation.

Appendices:

There are no appendices to this report.

Background Papers:

None

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank